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UNITED STATES  
AIR FORCE



# OCCUPATIONAL SURVEY REPORT

MUNITIONS OPERATIONS

AFSC 465X0

AFPT 90-465-844

MARCH 1991

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OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT SQUADRON  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-5000

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	<u>OSR</u>	<u>ANL EXT</u>	<u>TNG EXT</u>	<u>JOB INV</u>
AL/HRD/MODS	2	1m	1m	1
AL/HRD/ID	1	1m	1m/1h	1
AFLMC/LGM	1		1	
AFMPC/DPMRPQ1	2			
AFMPC/DPMRAD5	1			
ARMY OCCUPATIONAL SURVEY BRANCH	1			
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DET 5, USAFOMS (LOWRY AFB CO)	1	1	1	1
HQ AFCC/DPATO	3		3	
HQ AFCC/TTA	1		1	
HQ AFISC/DAP	2			
HQ AFLC/DPMAE	3		3	
HQ AFLC/MMW (CMSgt Sparks)				
WRIGHT-PATTERSON AFB OH 45933-5000	1		1	
HQ AFSC/DPAL	3		3	
HQ AFSC/TTA	1		1	
HQ ATC/DPAE	3		3	
HQ ATC/TTOA	2		1	
HQ MAC/DPAT	3		3	
HQ MAC/TTA	1		1	
HQ PACAF/DPAT	3		3	
HQ PACAF/TTA	1		1	
HQ SAC/DPAT	3		3	
HQ SAC/TTA	1		1	
HQ TAC/DPATJ	3		3	
HQ TAC/TTA	1		1	
HQ USAF/LGMW	3		3	
HQ USAF/DPPE	1			
HQ USAFE/DPAT	3		3	
HQ USAFE/TTA	1		1	
NODAC	1			
11 AF/TTA	1		1	
3400 TCHTW/TTGX (LOWRY AFB CO)	5	3	5	5
3400 TCHTW/TTS (LOWRY AFB CO)	1		1	
USAFOMS/OMDQ	1			
USAFOMS/OMYXL	10	2m	5	10
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## PREFACE

This report presents the results of an occupational survey of the Munitions Operations career ladder, AFSC 465X0. Authority for conducting occupational surveys is found in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Captain Marlon K. Gardley, Occupational Analyst, developed the survey instrument. Captain Virgil Hamaty analyzed the survey data and wrote the final report. Master Sergeant Cornelia Wharton provided computer programming support; Sergeant John Pratt and Ms Tamme Lambert provided administrative support. This report has been reviewed and approved for release by Lieutenant Colonel Charles D. Gorman, Chief, Airman Analysis Section, Occupational Analysis Branch, USAF Occupational Measurement Squadron.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be requested from the USAF Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB, Texas 78150-5000.

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## SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 563 AFSC 465X0 respondents worldwide. This represents 68 percent of this AFSC's total assigned population and 83 percent of those eligible to participate.
2. Specialty Jobs: Analysis of the survey data revealed a varied job structure, with 12 jobs identified. Two job clusters, including 66 percent of the survey sample, are the core jobs of the career ladder. Jobs differ based on the functional areas in which primary work is accomplished and the scope and percent time spent on tasks performed.
3. Career Ladder Progression: AFSC 465X0 personnel follow an orderly skill level progression. The 3-skill-level personnel have the narrowest job, performing a comparatively small average number of tasks, while 5-skill-level personnel have a broader job with increased responsibility and a greater average number of tasks performed. The 7-skill-level personnel have an extensive job, with some supervisory and managerial responsibilities in addition to AFSC-related tasks. The 9-skill-level personnel have a somewhat less extensive job than the 7-levels, becoming more involved in management responsibilities. The CEM perform fewer tasks than either the 7- or 9-skill level personnel, with the majority of these being managerial.
4. AFR 39-1 Specialty Descriptions: The three AFR 39-1 Specialty Descriptions for the Munitions Operations career ladder (Specialist, Technician, and Superintendent) were reviewed against survey data. They provide a generally accurate description of the jobs performed by each skill level.
5. Training: The Specialty Training Standard (STS) was reviewed and analyzed, showing 19 percent of the elements matched to survey task data were not supported by that survey data. The Plan of Instruction (POI) was also reviewed and analyzed, showing 27 percent of the matched POI elements not supported by survey data. There are also several tasks not matched to elements of the STS and POI that require review.
6. Job Satisfaction: The job satisfaction of personnel in the survey sample is not much different from the job satisfaction of a comparative group of personnel in similar AFSCs surveyed in 1989. First-term 465X0s tend to be slightly less satisfied with their sense of accomplishment from work than members of the 1989 sample; 465X0 first- and second-term members tend to find their jobs slightly less interesting, perceive their talents as being not quite as well utilized, and see their training as slightly less useful than the members of the comparative sample. Overall job satisfaction, however, appears to be okay: the survey responses imply that people are not likely to be beating down doors to get into this career field, but neither will great numbers leave the Air Force to get out of it.

7. Implications: While the 465s have changed from being a segment of the 645 (Supply) career field, and there is now some discussion of linking them with the 461s (Munitions Systems), their primary function of accounting for munitions appears to have remained relatively stable. The AFR 39-1 descriptions, the STS, and the POI are generally accurate; however, some fine-tuning may be in order for each.

OCCUPATIONAL SURVEY REPORT  
MUNITIONS OPERATIONS  
(AFSC 465X0)

INTRODUCTION

This is a report of an occupational survey of the Munitions Operations career ladder (AFSC 465X0) completed by the Occupational Analysis Program, USAF Occupational Measurement Squadron, in January 1991. This is the first occupational survey for this career ladder since it was separated from AFSC 645X0 (Supply). The survey requirement was initiated by USAFOMS; its purpose is to collect current data which can be used by career field trainers and managers to update career ladder documents (STS, POI, CDCs, etc.)

Background

The Munitions Operations career ladder was created in 1986 when A-shred personnel were removed from the Supply career ladder (AFSC 645X0A) and placed in the newly created AFSC 465X0, Munitions Operations. As described in the current AFR 39-1 Specialty Descriptions, Munitions Operations Specialist/Technician/Superintendent (AFSC 465X0) personnel are responsible for the following areas:

- Perform manual or mechanized inventory control actions
- Perform inventories and ensure discrepancy correction
- Maintain munitions supply publications and records
- Accomplish requisition actions, and maintain due-in, due-out, and status files
- Compute requirements, inventories, and prepare adjustment documents
- Recommend quantities and locations for shop or bench stock materials; schedule replenishment
- Inspect and evaluate munitions operations activities
- Plan requirements for and use of inventory management data processed by ADP or mechanized equipment
- Use machine-prepared management products to evaluate account condition, identify deficiencies, and recommend corrective action
- Plan and direct developing, implementing, training, and operating of manual and automated supply systems
- Direct munitions operations activities
- Direct nuclear and non nuclear munitions supply management
- Inspect and evaluate munitions operations activities

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There is a Category A training course (G3ABR46530-001) at Lowry AFB CO for personnel entering the 465X0 career ladder. The course length is 10 weeks, 1 day; training includes introduction to Munitions Operations, publications utilization, stock control, customer support, property accounting, automated files management, conventional manual accounting, NOCM manual accounting, and introduction to CAS-B, CAS-B Munitions accounting procedures, and CAS-B equipment operations.

## SURVEY METHODOLOGY

### Inventory Development

Data for this survey were collected using USAF Job Inventory AFPT 90-465-844, dated November 1989. A preliminary task list was prepared by the Inventory Developer after a careful review of the Munitions Operations portions of the AFSC 645X0 OSR and task list, current career ladder publications, training documents, and directives to determine tasks to be used in the initial task listing. This initial task listing was then refined with the help of subject-matter experts from Lowry Technical Training Center, which has the primary training responsibility for the career ladder. From this, a preliminary job inventory was prepared and then validated through personal interviews with 45 Munitions Operations personnel at 9 bases.

The final job inventory contains a comprehensive list of 293 tasks grouped under 9 duty headings. The survey has standard background questions asking for grade, duty title, time in service, time in present job, and time in career field. In addition, there are questions requesting such information as how an individual was assigned to the career ladder, functional area best describing the job, type of unit for present assignment, job satisfaction, and intent to reenlist.

### Survey Administration

A computer-generated mailing list was provided by the Armstrong Laboratory, Human Resources Directorate (AL/HRD) and used to mail out the job inventories. From February to June 1990, Consolidated Base Personnel Offices at operational bases worldwide administered the job inventory to personnel holding DAFSC 46530, 46550, 46570, 46590, and 46500.

All individuals who filled out an inventory first completed an identification and biographical information section. Next, they answered questions in the background portion of the inventory. They were then directed to go through the booklet and check each task performed in their current job. Finally, they were asked to go back and rate each task they had checked using a 9-point scale reflecting relative time spent on each task compared to all other tasks. Ratings ranged from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent). The relative percent time spent on tasks was computed by first totaling all rating values

on the inventory. Then the rating value for each task was divided by this total and the result multiplied by 100. The percent time spent ratings were used with the percent members performing values to help describe the various groups in this career ladder.

### Survey Sample

All eligible military Munitions Operations personnel were provided survey booklets. The 563 that responded were representative of the major commands (MAJCOMs), as they are actually manned. The primary MAJCOMs for this AFSC are the Tactical Air Command (TAC) with 27 percent of the authorized personnel, United States Air Force Europe (USAFE) with 24 percent, and Strategic Air Command (SAC) with 19 percent. The respondents to the survey represent an accurate and proportional representation of MAJCOMs and paygrades for this career ladder. Table 1 reflects how the sample compares to the actual population of the career ladder in terms of the distribution across MAJCOMs. Table 2 shows the paygrade distribution for the sample and assigned population. These data indicate a good representation of the actual career ladder population in the final sample.

### Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career-ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, NCO supervisors completed either a training emphasis (TE) or task difficulty (TD) booklet. These booklets were processed separately from the job inventories, and the TE and TD data were used in several analyses discussed later in this report.

Training Emphasis (TE). Training emphasis is the amount of structured training that personnel in their first job need to successfully perform tasks. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. Fifty-nine Munitions Operations supervisors completed TE booklets. They rated the tasks on a 10-point scale ranging from no training required (0) to extremely high training emphasis (9). The average TE rating is 2.42, with a standard deviation of 1.90. Interrater agreement was acceptable.

When TE ratings are used with other information, such as percent members performing and task difficulty, they can provide insight into training requirements and help validate the need for organized training for the career ladder.

Task Difficulty (TD). Task difficulty is defined as the length of time the average airman takes to learn how to perform a task. Fifty-one Munitions Operations supervisors rated the difficulty of the tasks on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Ratings were adjusted so tasks of average difficulty have a value of 5.0, with a standard deviation of 1. Interrater agreement was again acceptable.

TABLE 1  
COMMAND DISTRIBUTION OF AFSC 465X0 PERSONNEL

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE**</u>
TAC	27	28
USAFE	24	27
SAC	19	19
PACAF	9	8
AFLC	5	4
ATC	5	4
MAC	4	4
AFSC	3	3
AAC	2	2
AFCC	1	1
OTHERS	1	1

TOTAL IN SAMPLE = 563

TOTAL ASSIGNED = 842 PERCENT OF ASSIGNED IN SAMPLE = 67%

TOTAL ELIGIBLE = 678 PERCENT OF ELIGIBLE IN SAMPLE = 83%

\* Assigned strength as of 7 Jul 89

\*\* Excludes those personnel in PCS, student, or hospital status or with less than 6 weeks on the job

NOTE: Percentages may not add to 100 percent due to rounding

TABLE 2  
PAYGRADE DISTRIBUTION OF 465X0 SURVEY SAMPLE

<u>GRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	16	13
SRA/SGT	36	36
SSGT	24	24
TSGT	13	14
MSGT	8	10
SMSGT	2	2
CMSGT	-	-

\* Assigned strength as of July 1989  
- Less than 1 percent

TD ratings, when used with percent members performing values and TE ratings, can provide a great deal of insight into training requirements, help validate the need for organized training, and be used to examine plans of instruction for a career ladder.

### SPECIALTY JOBS (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure of jobs performed by personnel holding the DAFSC. Each individual in the sample performs a set of tasks called a job. For the purpose of organizing individual jobs into similar units of work, an automated job-clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Programs (CODAP) system for job analysis. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

The basic identifying group used in the hierarchical job structuring process is the Job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a Job Cluster. Specialized jobs too dissimilar to fit within a job cluster are labeled Independent Jobs. The job structure information resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the accuracy of that occupation's documentation (AFR 39-1 Specialty Descriptions and Specialty Training Standards) and gain a better understanding of current utilization patterns within the occupation. For this report, the career ladder structure is described in terms of job clusters and jobs.

### Overview of Specialty Jobs

Each job inventory can be broken down into at least two categories of duties which help identify and define specific jobs. The categories are conventionally separated into a general area dealing with supervisory, managerial, training, and administrative duties, and a technical area which includes the occupational-specific technical duties. The general category spans the first four duties: A, Organizing and Planning; B, Directing and Implementing; C, Inspecting and Evaluating; and D, Training. The first three duties include common tasks describing the organizing, planning, directing, implementing, inspecting, and evaluating functions normally performed by supervisors, and also, general administrative tasks associated with the operation of a Munitions Operations work center (usually a supply point). The fourth refers

to formal training functions, including the tech school. The technical area includes five occupation-specific duties: E, Performing Material Management Functions; F, Performing Operations Support Functions; G, Performing Stockpile Management Functions; H, Performing System Support Functions; and I, Performing Computer Operations Functions. The relative time spent in a specific duty provides a guide to the different aspects of a job, but is not in itself indicative of that particular job. High relative time spent in a duty must also be viewed from the task level to properly identify the job. Tasks from a number of different duties may be combined to identify and define a job.

Responses from AFSC 465X0 personnel comprising the survey sample indicate a varied career ladder where incumbents perform a variety of Munitions Operations functions. Based on variations in the combinations of tasks performed and relative time spent on those tasks, job structure analysis identified 12 jobs within the survey sample. Two of these are large job clusters and represent the bulk of the career ladder, including 66 percent of the survey population. The division of jobs performed by Munitions Operations personnel is illustrated in Figure 1, and a listing of these jobs is provided below. These jobs are all part of the Munitions Operations career ladder, and for the sake of brevity, Munitions Operations is assumed to be a prefix of each job title and will not be included in the job titles identified. The stage (ST) number shown beside each title is a reference to computer-printed information. The letter "N" stands for the number of personnel in each group.

- I. CUSTODY ACCOUNT MONITOR (ST066, N=10)
- II. DOCUMENT CONTROL CLERK (ST045, N=28)
- III. DEMAND PROCESSING CLERK (ST074, N=5)
- IV. STOCK CONTROL CLERK (ST077, N=5)
- V. NUCLEAR ORDNANCE COMMODITY MANAGEMENT (NOCM) CLERK  
(ST122, N=8)
- VI. INVENTORY SPECIALIST (ST086, N=20)
- VII. AMMUNITION DISPOSITION REPORT (ADR) MONITOR CLUSTER (ST048, N=18)
- VIII. SUPPLY POINT MONITOR CLUSTER (ST039, N=193)
- IX. SUPERVISOR CLUSTER (ST044, N=181)
- X. MUNITIONS ACCOUNTABLE SYSTEMS OFFICER (MASO) (ST036, N=16)
- XI. COMPUTER OPERATOR (ST134, N=15)
- XII. INSTRUCTOR (ST082, N=6)

# MUNITIONS OPERATIONS JOBS (DAFSC 465X0)

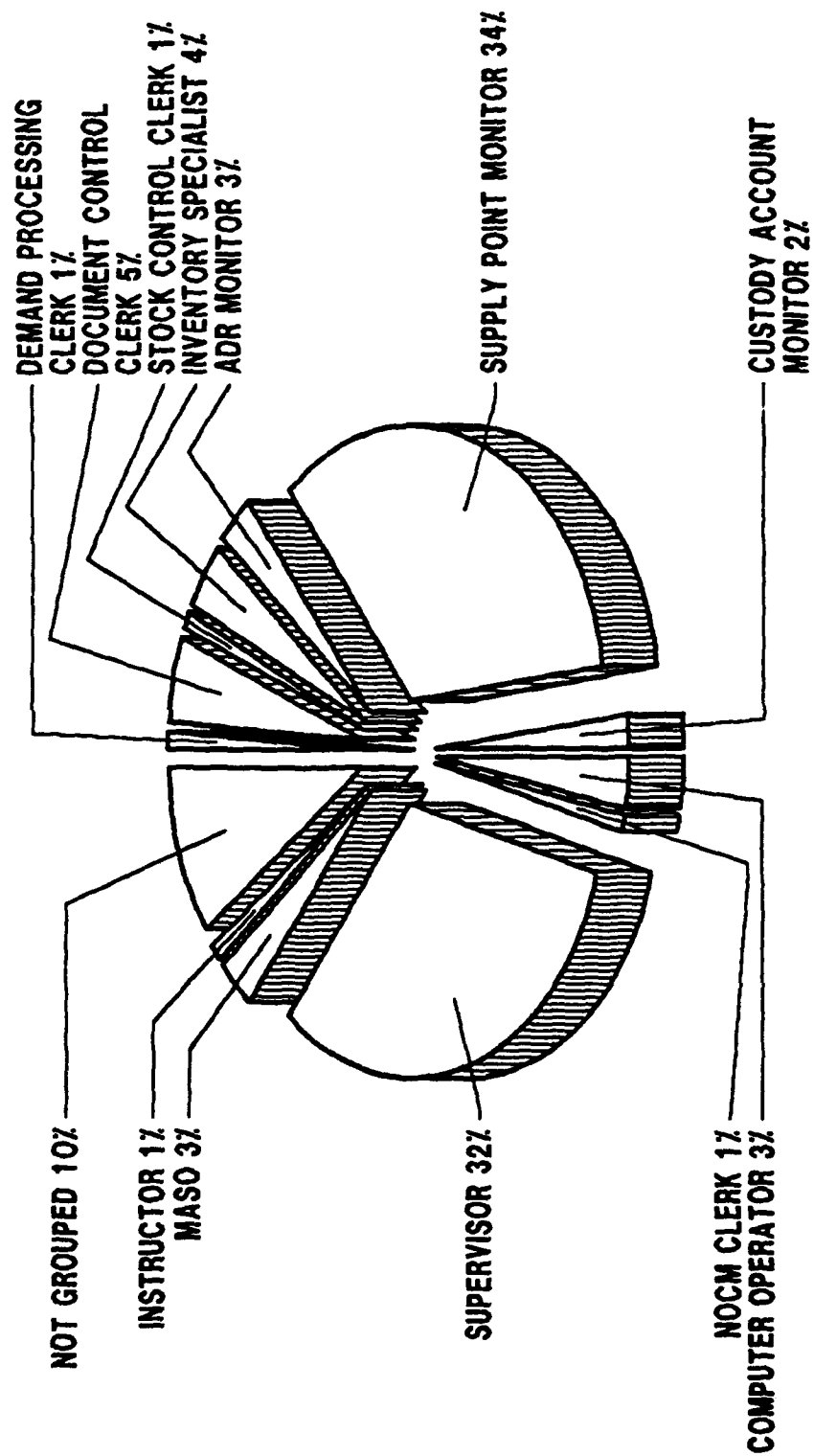


FIGURE 1

TABLE 3

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES  
ACROSS MUNITIONS OPERATIONS JOB GROUPS

<u>DUTIES</u>	<u>CUSTODY ACCOUNT MONITOR</u>	<u>DOCUMENT CONTROL CLERK</u>	<u>DEMAND PROCESSING CLERK</u>	<u>STOCK CONTROL CLERK</u>
A ORGANIZING AND PLANNING	0	6	2	3
B DIRECTING AND IMPLEMENTING	2	5	0	6
C INSPECTING AND EVALUATING	1	7	0	2
D TRAINING	5	1	0	1
E PERFORMING MATERIAL MANAGEMENT FUNCTIONS	3	3	39	58
F PERFORMING OPERATIONS SUPPORT FUNCTIONS	15	15	37	21
G PERFORMING STOCKPILE MANAGEMENT FUNCTIONS	5	4	10	0
H PERFORMING SYSTEM SUPPORT FUNCTIONS	57	50	8	0
I PERFORMING COMPUTER OPERATION FUNCTIONS	12	9	4	8

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES  
ACROSS MUNITIONS OPERATIONS JOB GROUPS

<u>DUTIES</u>	<u>NOCM CLERK</u>	<u>INVENTORY SPECIALIST</u>	<u>ADR MONITOR</u>	<u>SUPPLY POINT MONITOR</u>
A ORGANIZING AND PLANNING	5	3	11	5
B DIRECTING AND IMPLEMENTING	4	2	10	5
C INSPECTING AND EVALUATING	3	2	2	5
D TRAINING	2	1	1	4
E PERFORMING MATERIAL MANAGEMENT FUNCTIONS	18	2	6	16
F PERFORMING OPERATIONS SUPPORT FUNCTIONS	15	10	30	30
G PERFORMING STOCKPILE MANAGEMENT FUNCTIONS	40	8	17	7
H PERFORMING SYSTEM SUPPORT FUNCTIONS	10	67	16	22
I PERFORMING COMPUTER OPERATION FUNCTIONS	3	5	8	6

TABLE 3 (CONTINUED)  
RELATIVE PERCENT TIME SPENT PERFORMING DUTIES  
ACROSS MUNITIONS OPERATIONS JOB GROUPS

<u>DUTIES</u>	<u>SUPERVISOR</u>	<u>MASO</u>	<u>COMPUTER OPERATOR</u>	<u>INSTRUCTOR</u>
A ORGANIZING AND PLANNING	15	28	5	12
B DIRECTING AND IMPLEMENTING	17	24	5	6
C INSPECTING AND EVALUATING	18	33	4	2
D TRAINING	13	4	6	77
E PERFORMING MATERIAL MANAGEMENT FUNCTIONS	9	7	0	-
F PERFORMING OPERATIONS SUPPORT FUNCTIONS	10	1	3	3
G PERFORMING STOCKPILE MANAGEMENT FUNCTIONS	5	-	0	0
H PERFORMING SYSTEM SUPPORT FUNCTIONS	11	1	1	0
I PERFORMING COMPUTER OPERATION FUNCTIONS	2	1	76	-

- Less than 1 percent

The respondents forming these jobs account for 90 percent of the survey sample. The remaining 10 percent were performing tasks or series of tasks which did not group them with any of the defined jobs. Job titles given by respondents which were representative of these personnel included Time Change Monitor, NCOIC Maintenance Support, NCOIC Logistics Movement, Munitions Operations Analyst, Command Systems Manager, and Command WRM Manager.

Table 3 shows the relative time spent in each duty for each job, while selected background data for the jobs are provided in Table 4. Representative tasks performed in each job are contained in Annex A.

The following paragraphs contain brief descriptions of the 12 specific jobs listed above:

I. CUSTODY ACCOUNT MONITOR (ST066, N=10). This independent job makes up about 2 percent of the career ladder. It is a narrow one, dealing mainly with supply point inventories. Members spend 57 percent of their time on System Support Functions, 15 percent on Operations Support Functions, and 12 percent on Computer Operations. The remaining 16 percent relative-time-spent is spread among six other duties. The airmen holding this job have an average grade of E-4, average 37 months TICF, and 54 months TAFMS. The majority indicate they do not supervise anyone. Members report performing an average of 13 tasks, of which the following are representative:

- Conduct supply point inventories
- Process supply point inventories
- Update supply point inventories
- Schedule supply point inventories
- Prepare or process issue requests
- Operate computer terminals
- Correct inventory discrepancies
- Prepare or process inputs for supply point detail load, change, or delete

II. DOCUMENT CONTROL CLERK (ST045, N=28). This independent job, which includes about 5 percent of the survey sample, encompasses those tasks necessary to maintain documents. They spend about 50 percent of their time on System Support Functions, 15 percent on Operations Support Functions, 9 percent on Computer Operations Functions, and 7 percent Inspecting and Evaluating. The remaining 19 percent of the relative time for this job is divided among five other duties. The airmen who perform this job have an average grade of E-3, do not supervise anyone, and average 30 months TICF and 37 months TAFMS. They perform an average of 15 tasks, of which the following are representative:

- Perform quality control on documentation
- Maintain document control files and registers
- Identify or research delinquent documents
- Operate computer terminals
- Maintain work process files
- Review documentation, such as receipts and issues
- Maintain inventory adjustment document registers
- Conduct complete inventories manually

III. DEMAND PROCESSING CLERK (ST074, N=5). This small, independent job comprises 1 percent of the career ladder; primary functions have to do with processing inbound and outbound materials. It has the highest percentage of 3-skill-level personnel of the 12 jobs identified (60 percent), all of whom had 1-12 months time-in-service at the time of job inventory administration. Members spend about 39 percent of their time performing Material Management Functions, 37 percent performing Operations Support Functions, and 10 percent of their relative time performing Stockpile Management Functions. The remaining 14 percent of the time is split among six other areas. The airmen found in this job are comparatively junior, with an average grade of E-3. The average 38 months TICF and 104 months TAFMS are severely skewed by the inclusion of one senior member in the job group. None indicate being supervisors. They perform an average of 16 tasks, with the following being typical:

- Prepare or process due-out requisitions
- Complete due-out transactions
- Process receipts
- Prepare or process shipment inputs
- Prepare or process special requisitions
- Complete turn-in transactions
- Report Nuclear Ordnance Commodity Management (NOCM) excess

IV. STOCK CONTROL CLERK (ST077, N=5). This job, with 1 percent of the sample, is primarily concerned with assuring proper quantities of supplies are maintained. Members spend 58 percent of their time on Material Management Functions, 21 percent on Operations Support Functions, and 8 percent Performing Computer Operation Functions. The remaining 13 percent of their time is split over four other areas. The average grade for this job is E-4, with the members averaging 48 months TICF and 71 months TAFMS. Of the average of 16 tasks performed in this job, the following are representative:

- Validate 8503 munitions forecasts
- Prepare or process 8503 munitions forecasts
- Consolidate 8503 munitions forecasts
- Validate adjusted stock levels
- Review adjusted stock levels
- Prepare or process stock replenishment requisitions
- Operate computer terminals
- Initiate follow-up action on requisitions

V. NUCLEAR ORDNANCE COMMODITY MANAGEMENT (NOCM) CLERK (ST122, N=8).

This small group (about 1 percent of the career ladder) is composed primarily of sergeants and senior airmen with at least 25 months in the career field (most have over 37 months). They're primarily concerned with accounting for nuclear weapons materials. They spend about 40 percent of their time on Stockpile Management Functions, 18 percent on Material Management Functions, 15 percent on Operations Support Functions, and 10 percent on System Support Functions. The remaining 17 percent of the time is split among five other areas. The average grade for an individual in this job is E-4, with an average of 57 months TICF and 66 months TAFMS. Only one of the incumbents indicates performing supervisory duties; only one of this job's members is stationed in the CONUS. The incumbents report performing an average of 38 tasks, of which the following are representative:

- Prepare or update AF Forms 105F6 (Stock Record, Manual)
- Prepare or update NOCM reports
- Prepare or process documentation for specialized weapon or component shipments
- Store NOCM spares
- Prepare or process conditions change inputs
- Prepare or process issue requests
- Inspect NOCM spares
- Prepare or process due-out requisitions
- Complete turn-in transactions

VI. INVENTORY SPECIALIST (ST086, N=20). The members of this group are primarily 5-skill levels (60 percent) and make up about 4 percent of the surveyed population. They perform a variety of inventory functions, mostly in the area of System Support Functions (67 percent of their time). They also perform Operations Support Functions (9 percent) and Stockpile Management Functions (8 percent). The remaining 16 percent of their time is split among six other areas. The airmen in this job have an average grade of E-4, average 56 months TICF, and 70 months TAFMS. Fifteen percent indicate they supervise one or more individuals. They perform an average of 25 tasks, of which the following are typical:

- Conduct special inventories
- Correct inventory discrepancies
- Conduct unserviceable detail inventories
- Conduct complete inventories manually
- Update special inventories
- Process special inventories
- Schedule special inventories
- Schedule unserviceable details inventories
- Update complete inventories

VII. AMMUNITION DISPOSITION REPORT (ADR) MONITOR CLUSTER (ST048, N=18). This small cluster, with 3 percent of the sample population, is primarily concerned with ammunition disposition programs. It splits 84 percent of its time over five duties: Operations Support Functions (30 percent), Stockpile Management Functions (17 percent), System Support Functions (16 percent), Organizing and Planning (11 percent), and Directing and Implementing (10 percent). The other 16 percent is split over four major areas. The average grade in this job is E-4, average TICF is 43 months, and average TAFMS 52 months. They perform an average of 28 tasks, of which the following are typical:

- Prepare or process AF Forms 191 (Ammunition Disposition Report)
- Maintain ADR programs
- Prepare or process documentation for explosive disposal
- Develop ammunition disposition request (ADR) programs
- Prepare or process shipment inputs
- Process reverse post transactions
- Complete turn-in transactions
- Implement ADR programs

VIII. SUPPLY POINT MONITOR CLUSTER (ST039, N=193). This job cluster, with 34 percent of the survey sample, is the backbone of the career ladder, running the supply points. They spend 30 percent of their time on Operations Support Functions, 22 percent on System Support Functions, 16 percent on Material Management Functions, 7 percent on Stockpile Management Functions, and 6 percent performing Computer Operations Functions. The remaining 19 percent of their time is split over four major areas. The average grade for this job is E-4, but grades range from airman to master sergeant. Members average 51 months TICF and 72 months TAFMS. Fifty-six members (29 percent of the cluster) also perform supervisory duties. Of the average 48 tasks performed in this job, the following are representative:

- Prepare or process issue requests
- Interpret inquiry outputs
- Complete turn-in transactions
- Operate computer terminals
- Determine causes for computer rejects
- Prepare or process inputs for supply point detail load, change, or delete
- Conduct supply point inventories
- Complete due-in transactions

IX. SUPERVISOR CLUSTER (ST044, N=181). This second largest job in the career ladder represents 32 percent of the survey sample, and although they perform a variety of tasks (dependent largely on where they're located), the primary duties of this cluster are supervisory. They spend 18 percent of their time Inspecting and Evaluating, 17 percent Directing and Implementing, 15 percent Organizing and Planning, 13 percent Training, 11 percent on System

TABLE 4

## SELECTED BACKGROUND DATA FOR MEMBERS OF AFSC 465X0 JOB GROUPS

	<u>CUSTODY ACCOUNT MONITOR</u>	<u>DOCUMENT CONTROL CLERK</u>	<u>DEMAND PROCESSING CLERK</u>	<u>STOCK CONTROL CLERK</u>
NUMBER IN GROUP	10	28	5	5
PERCENT OF TOTAL SAMPLE	2%	5%	1%	1%
PERCENT IN CONUS	50%	57%	100%	100%
<hr/>				
DAFSC DISTRIBUTION				
46530	20%	32%	60%	40%
46550	80%	64%	20%	40%
46570	0%	4%	20%	20%
<hr/>				
PAYGRADE DISTRIBUTION				
AIRMEN	20%	58%	60%	20%
E-4	70%	39%	20%	40%
E-5	10%	4%	0%	40%
E-6	0%	0%	0%	0%
E-7	0%	0%	20%	0%
E-8	0%	0%	0%	0%
<hr/>				
AVERAGE MONTHS IN CAREER FIELD	37	30	38	48
AVERAGE MONTHS TAFMS	54	37	104	71
PERCENT FIRST ENLISTMENT	40%	72%	60%	40%
PERCENT SUPERVISING	10%	0%	0%	20%
AVERAGE NUMBER OF TASKS PERFORMED	13	15	16	16

TABLE 4 (CONTINUED)

## SELECTED BACKGROUND DATA FOR MEMBERS OF AFSC 465X0 JOB GROUPS

	<u>NOCM CLERK</u>	<u>INVENTORY SPECIALIST</u>	<u>ADR MONITOR</u>	<u>SUPPLY POINT MONITOR</u>
NUMBER IN GROUP	8	20	18	193
PERCENT OF TOTAL SAMPLE	1%	4%	3%	34%
PERCENT IN CONUS	13%	40%	67%	67%
-----				
DAFSC DISTRIBUTION				
46530	0%	25%	17%	11%
46550	88%	60%	78%	75%
46570	13%	15%	6%	14%
-----				
PAYGRADE DISTRIBUTION				
AIRMEN	13%	25%	12%	17%
E-4	75%	50%	83%	54%
E-5	0%	25%	6%	24%
E-6	13%	0%	0%	4%
E-7	0%	0%	0%	1%
E-8	0%	0%	0%	0%
-----				
AVERAGE MONTHS IN CAREER FIELD	57	56	43	51
AVERAGE MONTHS TAFMS	66	70	52	72
PERCENT FIRST ENLISTMENT	75%	50%	66%	43%
PERCENT SUPERVISING	13%	15%	6%	29%
AVERAGE NUMBER OF TASKS PERFORMED	38	25	28	48

TABLE 4 (CONTINUED)

## SELECTED BACKGROUND DATA FOR MEMBERS OF AFSC 465X0 JOB GROUPS

	<u>SUPERVISOR</u>	<u>MASO</u>	<u>COMPUTER OPERATOR</u>	<u>INSTRUCTOR</u>
NUMBER IN GROUP	181	16	15	6
PERCENT OF TOTAL SAMPLE	32%	3%	3%	1%
PERCENT IN CONUS	55%	75%	80%	100%
-----				
DAFSC DISTRIBUTION				
46530	0%	0%	0%	0%
46550	30%	0%	73%	83%
46570	62%	69%	27%	17%
46590	7%	25%	0%	0%
46500	1%	6%	0%	0%
-----				
PAYGRADE DISTRIBUTION				
AIRMEN	0%	0%	13%	0%
E-4	9%	0%	40%	33%
E-5	31%	6%	27%	22%
E-6	31%	31%	13%	22%
E-7	24%	38%	7%	11%
E-8	4%	19%	0%	0%
E-9	1%	6%	0%	0%
-----				
AVERAGE MONTHS IN CAREER FIELD	129	156	76	76
AVERAGE MONTHS TAFMS	171	215	99	128
PERCENT FIRST ENLISTMENT	2%	0%	33%	0%
PERCENT SUPERVISING	90%	37%	27%	0%
AVERAGE NUMBER OF TASKS PERFORMED	103	36	41	30

Support Functions, and 10 percent on Operations Support Functions. The remaining 16 percent of their time is split over three duties. This job includes a relatively senior group of personnel (average grade is E-6), with 90 percent indicating they are actually supervisors. The survey data show that the incumbents average 129 months TICF and 171 months TAFMS. They average 103 tasks, with the following being typical:

- Determine work priorities
- Conduct self-inspections
- Develop work methods or procedures
- Establish performance standards for subordinates
- Supervise Munitions Operations Specialists (46550)
- Interpret policies, directives, or procedures for subordinates
- Evaluate procedures for inventory of munitions assets
- Review documentations, such as receipts and issues

X. MUNITIONS ACCOUNTABLE SYSTEMS OFFICER (MASO) (ST036, N=16). These are the AFSC's enlisted managers. They perform a smaller number of tasks than other senior members (focusing on management functions), spending 33 percent of their time Inspecting and Evaluating, 28 percent Organizing and Planning, and 24 percent Directing and Implementing. The remaining 15 percent is divided over six other duties. They make up about 3 percent of the AFSC, and are primarily technical sergeants, master sergeants, and senior master sergeants. They average 156 months TICF and 215 months TAFMS. The job includes an average of 36 tasks, with the following being typical:

- Interpret policies, directives or procedures for subordinates
- Plan or prepare briefings
- Develop management objectives
- Compile data for staff studies
- Determine work priorities
- Coordinate transfer of conventional weapons or weapons components
- Conduct staff meetings or briefings
- Write staff studies, surveys, or special reports, other than training reports

XI. COMPUTER OPERATOR (ST134, N=15). This job, with 3 percent of the survey sample, encompasses those tasks necessary to operate the mainframe computers used by this AFSC. They spend 76 percent of their time performing Computer Operations Functions, 6 percent Training, and 5 percent Directing and Implementing. The remaining 13 percent of their time is split over five duties. The average grade is E-4, with 27 percent supervising. They average 76 months TICF and 99 months TAFMS. Of the 41 average tasks performed by the airmen holding this job, the following are representative:

- Operate computer terminals
- Perform power-up procedures on Sperry System 11
- Perform power-down procedures on Sperry System 11

- Load printer paper
- Perform software termination procedures
- Perform system saves for munitions data base
- Load or download magnetic tapes
- Annotate system logs for downtime reporting
- Clean magnetic tapes
- Screen computer products
- Store magnetic tapes
- Label magnetic tapes
- Screen program classifications

XII. INSTRUCTOR (ST082, N=6). This job, with 1 percent of the survey sample, is found at the technical training center and encompasses those tasks necessary to conduct Munitions Operations technical training. They spend 77 percent of their time performing training tasks, while 12 percent is spent organizing and planning. Five other duties divide the remaining 11 percent of their time. Airmen in this job report an average grade of E-5, an average TICF of 76 months, and an average TAFMS of 128 months. Of the 30 average tasks performed by the airmen holding this job, the following are representative:

- Conduct resident course classroom training
- Write test questions
- Counsel trainees on training progress
- Evaluate progress of resident course students
- Conduct local classroom training
- Score tests
- Administer tests
- Develop resident course curriculum materials
- Prepare lesson plans

#### Summary

Although the Munitions Operations career ladder was found to be diverse, with job analysis identifying 12 different jobs, there are 2 primary jobs (Supply Point Monitor and Supervisor) accounting for 66 percent of the sample. The 12 jobs have some tasks in common, but do, however, differ in areas of application.

#### ANALYSIS OF DAFSC GROUPS

Duty Air Force Specialty Code (DAFSC) group analysis allows identification of similarities and differences in duty and task performance at the various skill levels. This information may be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS), reflect what is actually being done by career-ladder personnel in the field.

The distribution of skill-level personnel across the 12 specialty jobs is shown in Table 5. Table 6 reflects the relative time spent by the DAFSC groups on each duty.

The Munitions Operations data (DAFSC 465X0) show a typical progression pattern as one advances from skill level to skill level. As experience is gained in the career ladder, the nature of the job expands from a narrow job at the 3-skill level, where personnel perform limited AFSC-related tasks, through the broader 5-level jobs, to the extensive jobs of the 7-level technician and 9-level superintendent. The 7-level technician performs AFSC-related tasks and supervisory tasks, while the superintendent performs fewer AFSC-related tasks but expands more into managerial areas. The final step is the CEM level, where very few AFSC-related tasks are performed, and the majority of time is spent on managerial tasks.

As the skill level increases, the percent of relative time in Duties A-D generally increases, with a decrease of percent relative time spent in the AFSC-specific duties. All skill levels perform tasks in all of the duties. The data support the proposition that, through the 9-skill level, the career ladder has a logical and typical progression.

#### Skill Level Descriptions

DAFSC 46530. The 56 individuals in this group perform in 7 of the 12 identified jobs, as shown in Table 5. The 3-skill level is the apprentice stage, where individuals start to learn their jobs through limited responsibility and task performance. These airmen report performing an average of 26 tasks, the most significant of which are somewhat evenly divided between System Support Functions (29 percent of their time) and Operations Support Functions (26 percent). As reflected in Table 6, the remaining 45 percent of their relative time is spent performing tasks in the other seven duties. They make up 10 percent of the sample, with an average grade of E-3. Fifty percent of the incumbents report having 24 months or less TAFMS, with the average time in the career field being 16 months.

DAFSC 46550. Personnel with a 5-skill level make up 55 percent of the sample population. This group provides the transition from apprentice (3-skill level) to the fully qualified technicians, the 7-skill-level group. They are found in 11 of the 12 jobs described in this report (MASO is the only exception). The increased average number of tasks performed (49, nearly double the tasks performed by the 3-levels) is indicative of the expanding role these airmen have in the Munitions Operations career ladder, but the pattern of how their time is spent on the 9 major jobs is still very similar to that of the 3-levels. Eighty-four percent of the 46550 personnel report holding the grade E-4 or E-5, with the average grade being E-4. The incumbents report averages of 55 months TICF and 73 months TAFMS. Thirty-one percent of this group indicate they are supervisors. Representative tasks for 3- and 5-level personnel are displayed in Table 7.

DAFSC 46570. This group, 32 percent of the survey sample, are the expert technicians of the Munitions Operations career ladder. They perform an average of 80 tasks. These incumbents are found in 11 of the jobs identified, (all except Custody Account Monitor) as shown in Table 5. Seventy-five

TABLE 5

## DISTRIBUTION OF DAFSC 465X0 MEMBERS ACROSS SPECIALTY JOBS

SPECIALTY JOBS	DAFSC 46530 (N=56)		DAFSC 46550 (N=308)		DAFSC 46570 (N=180)		DAFSC 46590/00 (N=19)	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
I. CUSTODY ACCOUNT MONITOR	2	4%	8	3%	0	0%	0	0%
II. DOCUMENT CONTROL CLERK	9	16%	18	6%	1	1%	0	0%
III. DEMAND PROCESSING CLERK	3	5%	1	-	1	1%	0	0%
IV. STOCK CONTROL CLERK	2	4%	2	1%	1	1%	0	0%
V. NOCM CLERK	0	0%	7	2%	1	1%	0	0%
VI. INVENTORY SPECIALIST	5	9%	12	4%	3	2%	0	0%
VII. ADR MONITOR	3	5%	14	5%	1	1%	0	0%
VIII. SUPPLY POINT MONITOR	21	38%	145	47%	27	15%	0	0%
IX. SUPERVISOR	0	0%	55	18%	113	63%	13	68%
X. MASO	0	0%	0	0%	11	6%	5	26%
XI. COMPUTER OPERATOR	0	0%	11	4%	4	2%	0	0%
XII. INSTRUCTOR	0	0%	5	2%	1	1%	0	0%
NOT GROUPED	11	20%	30	10%	16	9%	1	5%

- Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding error

TABLE 6  
AVERAGE PERCENT TIME SPENT  
PERFORMING DUTIES BY DAFSC 465X0 GROUPS

<u>DUTIES</u>	<u>DAFSC 46530 (N=56)</u>	<u>DAFSC 46550 (N=308)</u>	<u>DAFSC 46570 (N=180)</u>	<u>DAFSC 46590/00 (N=19)</u>
A ORGANIZING AND PLANNING	6	6	15	23
B DIRECTING AND IMPLEMENTING	4	7	16	26
C INSPECTING AND EVALUATING	4	6	17	27
D TRAINING	1	6	11	10
E PERFORMING MATERIAL MANAGEMENT FUNCTIONS	12	11	10	4
F PERFORMING OPERATIONS SUPPORT FUNCTIONS	26	22	11	3
G PERFORMING STOCKPILE MANAGEMENT FUNCTIONS	9	9	4	1
H PERFORMING SYSTEM SUPPORT FUNCTIONS	29	23	10	4
I PERFORMING COMPUTER OPERATIONS FUNCTIONS	9	9	5	1

TABLE 7  
REPRESENTATIVE 3/5-LEVEL TASKS

TASKS	PERCENT MEMBERS PERFORMING	
	3-LEVELS (N=56)	5-LEVELS (N=308)
F200 * Prepare or process issue requests	57	66
I270 * Operate computer terminals	70	62
F191 * Interpret inquiry outputs	43	63
F188 * Determine causes for computer rejects	52	62
F208 * Process reverse post transactions	50	60
F187 * Complete turn-in transactions	48	60
H239 * Correct inventory discrepancies	46	60
F190 * Initiate corrective action for computer rejects	34	56
H236 Conduct special inventories	41	54
F189 Identify post-post procedures	36	54
E176 Prepare or process shipment inputs	39	52
H234 Conduct complete inventories manually	43	51
F206 Process receipts	41	50
F186 Complete due-out transactions	34	50
I266 Load printer paper	52	46
E173 Prepare or process due-out requisitions	34	49
H245 Perform quality control on documentation	45	45
H237 Conduct supply point inventories	36	43

\* Performed by over 50 percent of career field

percent of the 46570 personnel report supervising at least one individual, and the entire group indicate that 59 percent of their relative time is spent on supervisory and managerial tasks (A-D), while also performing tasks in all other major task areas (as reflected in Table 6). These data indicate that, while focusing on supervisory tasks, 49670 personnel continue to be involved in performing AFSC-related duties associated with day-to-day Munitions Operations activities. Ninety-eight percent of the incumbents report they are in grades E-5 through E-7, with the average grade being E-6. The average TICF for this group is 133 months, with an average of 178 months TAFMS. Representative tasks for 7-skill-level personnel are displayed in Table 8; tasks differentiating the 3-/5- and 7-skill levels are displayed in Table 9.

DAFSC 46590/00. These 19 airmen, 3 percent of the survey sample, are the highly skilled expert superintendents of the Munitions Operations career ladder. They perform an average of 80 tasks and are found in only 3 of the identified jobs (Table 5). Eighty-nine percent of the 46590/00 personnel report supervising at least one individual, and the entire group indicate that 86 percent of their relative time is spent on tasks in the supervisory and managerial duties (A-D), as reflected in Table 6. These data indicate that with the primarily supervisory and managerial tasks performed, 49690/00 personnel have a minimal roll in performing AFSC-related duties associated with day-to-day Munitions Operations activities. The incumbents are in grades E-7, E-8, and E-9, with the average grade of E-8. The average TICF for this group is 199 months, with an average of 272 months TAFMS. Representative tasks for this group are displayed in Table 10; tasks differentiating 7-levels from 9-levels/CEM are displayed in Table 11.

### Summary

AFSC 465X0 personnel follow an orderly skill-level progression. The 3-skill-level personnel have the narrowest job, with comparatively small numbers of average tasks performed, while 5-skill-level personnel have a broader job with increased responsibility and a greater average number of tasks performed. The 7-skill-level personnel have an extensive job, with primarily supervisory and managerial responsibilities and an additional significant number of AFSC-related tasks. The 9-skill level and CEM personnel also have very extensive jobs, but are almost exclusively involved in management responsibilities and perform very few AFSC-related tasks.

The jobs are very diverse at all levels. Only 8 of the 293 tasks in the job inventory are performed by more than 50 percent of all members in the sample. (These jobs are marked with asterisks on Table 7.) Six jobs, employing 43 percent of the 3-skill levels, (specialty jobs I-IV, VI, and VII, above) average 18 tasks performed in each, with little overlap. A seventh job (VIII, Supply Point Monitor) employs the remaining 38 percent of the 3-levels that fit into a job group and has an average of 48 tasks performed, including various tasks performed by members of the other 6 jobs. The bulk (75 percent) of the Supply Point Monitors are 5-levels (47 percent of all 5-levels). Three other jobs (V, XI, and XII, above) are also composed of primarily 5-levels, average 36 tasks performed, and have no meaningful overlap with any other job.

TABLE 8  
REPRESENTATIVE 7-LEVEL TASKS  
(N=180)

TASKS	PERCENT MEMBERS PERFORMING (N=180)
A4 Determine work priorities	77
C76 Conduct self-inspections	75
A12 Develop work methods or procedures	72
C109 Write EPRs	69
B39 Counsel subordinates on personal or military-related matters	66
C91 Evaluate procedures for inventory of munitions assets	65
B38 Counsel subordinates on job progression or career development	64
A21 Plan or prepare briefings	63
C101 Inspect personnel for compliance with military standards	62
B63 Interpret policies, directives, or procedures for subordinates	61
A11 Develop self-inspection programs	61
A15 Establish performance standards for subordinates	61
B70 Supervise Munitions Operations Specialists (AFSC 46550)	59
B66 Orient newly assigned personnel	59
C89 Evaluate personnel for compliance with performance or military standards	58
F188 Determine causes for computer rejects	57
C85 Evaluate inspection reports or procedures	56
A17 Establish work schedules	56
C107 Review documentation, such as receipts and issues	56
C74 Analyze inspector general (IG), audit, or field visit reports	56

TABLE 9

TASKS DIFFERENTIATING 3/5- AND 7-LEVELS  
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>46530/50 (N=364)</u>	<u>46570 (N=180)</u>	<u>DIFFERENCE</u>
B63 Interpret policies, directives, or procedures for subordinates	13	61	-48
C109 Write EPRs	22	69	-47
C74 Analyze inspector general (IG), audit, or field visit reports	9	56	-47
C76 Conduct self-inspections	29	75	-46
C85 Evaluate inspection reports or procedures	10	56	-46
C101 Inspect personnel for compliance with military standards	17	62	-45
B38 Counsel subordinates on job progression or career development	19	64	-45
B39 Counsel subordinates on personal or military-related matters	22	66	-44
A11 Develop self-inspection programs	17	61	-44
A4 Determine work priorities	33	77	-44
C91 Evaluate procedures for inventory of munitions assets	21	65	-44
A7 Develop management objectives	9	52	-43
B66 Orient newly assigned personnel	16	59	-43
C111 Write recommendations for awards or decorations	11	54	-43
A15 Establish performance standards for subordinates	18	61	-43
C89 Evaluate personnel for compliance with performance or military standards	16	58	-42
A17 Establish work schedules	15	56	-42
A1 Assign personnel to duty positions	12	54	-42
B46 Direct self-inspection programs	10	51	-41
B70 Supervise Munitions Operations Specialists (AFSC 46550)	18	59	-41

TABLE 10  
REPRESENTATIVE 9-LEVEL AND CEM TASKS

TASKS	PERCENT MEMBERS PERFORMING (N=19)
A4 Determine work priorities	100
A7 Develop management objectives	89
C109 Write EPRs	89
A3 Determine logistics requirements, such as equipment, supplies, and space	89
B72 Supervise Munitions Operations Technicians (AFSC 46570)	84
C91 Evaluate procedures for inventory of munitions assets	84
A29 Schedule personnel for schools, temporary duty (TDY) assignments, or nontechnical training	84
A1 Assign personnel to duty positions	84
B63 Interpret policies, directives, or procedures for subordinates	79
C85 Evaluate inspection reports or procedures	79
A33 Write supplements or changes to directives	79
B35 Conduct staff meetings or briefings	79
A11 Develop self-inspection programs	79
A12 Develop work methods or procedures	79
C89 Evaluate personnel for compliance with performance or military standards	79
C111 Write recommendations for awards or decorations	79
B38 Counsel subordinates on job progression or career development	79
C74 Analyze inspector general (IG), audit, or field visit reports	74
B47 Direct stockpile management functions	74
A21 Plan or prepare briefings	74

TABLE 11

TASKS DIFFERENTIATING 7- AND 9/0-LEVELS  
(PERCENT MEMBERS PERFORMING)

TASKS	46570 (N=180)	46590/00 (N=19)	DIFFERENCE
200 Prepare or process issue requests	48	5	43
F196 Prepare inquiries for computer processing	43	5	38
E173 Prepare or process due-out requisitions	41	5	36
F186 Complete due-out transactions	38	5	33
F187 Complete turn-in transactions	42	11	32
E174 Prepare or process inputs to load, change, or delete exception codes	31	0	31
F188 Determine causes for computer rejects	57	26	30
F189 Identify post-post procedures	49	21	28
F208 Process reverse post transactions	39	11	28
F207 Process requisition status	33	5	28
<hr/>			
B72 Supervise Munitions Operations Technicians (AFSC 46570)	31	84	-54
A29 Schedule personnel for schools, temporary duty (TDY) assignments, or nontechnical training	36	84	-49
B34 Compile data for staff studies	28	68	-41
C106 Review and edit recommendations for awards and decorations	34	74	-39
A33 Write supplements or changes to directives	41	79	-38
A7 Develop management objectives	52	89	-37
A2 Assign sponsors for newly assigned personnel	47	84	-37
A3 Determine logistics requirements, such as equipment, supplies, and space	54	89	-36
C95 Evaluate suggestions	23	58	-35
B61 Initiate personnel action requests	24	58	-34

Eighteen percent of all 5-levels are also Supervisors. The Supervisor job (IX) is performed primarily (62 percent) by 7-levels (63 percent of all 7-levels; also includes 68 percent of all 9-levels) and averages 103 tasks performed. Although 63 percent of their time is spent on supervisory/management tasks (A-D), these are first-line supervisors who also perform a variety of technical skills; which skills they perform depends on the mission of their organization. Finally, MASOs (X) are all either 7- or 9-levels who perform primarily management tasks. Of the average 36 tasks performed, only 9 overlap with the Supervisor job type.

#### ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTION

Survey data were compared to the AFR 39-1 Specialty Descriptions for Munitions Operations Specialists, Technicians, and Superintendents (all dated 1 Feb 88). The descriptions for all skill levels are generally accurate in describing the overall jobs performed by members at each level in this career field, but could be further clarified for 46510/30/50s: the number one task for this group is "operate computer terminals," which is not mentioned at all.

#### TRAINING ANALYSIS

Occupational survey data are one of the many sources of information that can be used to assist in the development of a training program relevant to the needs of personnel entering a career ladder. Factors which may be used in reviewing training include the overall descriptions of the jobs performed by first-term personnel, the distribution of first-term personnel across the occupation's jobs, percentages of first-term members performing specific tasks, and training emphasis and task difficulty ratings (previously explained in the SURVEY METHODOLOGY section).

To assist specifically in the evaluation of the Specialty Training Standard (STS) and the Plan of Instruction (POI), technical school personnel from Lowry Technical Training Center matched job inventory tasks to appropriate sections and subsections of the STS and the POI for course 3ABR46530-001. A complete copy of the STS and POI matchings, displaying the STS elements and POI units of instruction, the matched tasks, the percent members performing the tasks, and the training emphasis and task difficulty ratings for each task, has been forwarded to the technical school for their use in further detailed reviews of training documents. A summary of this information is below.

TABLE 12

RELATIVE TIME SPENT ON DUTIES BY  
FIRST-ENLISTMENT AFSC 465X0 PERSONNEL  
(1-48 MONTHS TAFMS)

<u>DUTIES</u>	<u>PERCENT TIME SPENT (N=39)</u>
A ORGANIZING AND PLANNING	5
B DIRECTING AND IMPLEMENTING	4
C INSPECTING AND EVALUATING	4
D TRAINING	2
E PERFORMING MATERIAL MANAGEMENT FUNCTIONS	12
F PERFORMING OPERATIONS SUPPORT FUNCTIONS	25
G PERFORMING STOCKPILE MANAGEMENT FUNCTIONS	11
H PERFORMING SYSTEM SUPPORT FUNCTIONS	27
I PERFORMING COMPUTER OPERATIONS FUNCTIONS	10

### First-Term Personnel

First-Term Personnel. There were 165 Munitions Operations Specialists with 1-48 months TAFMS, representing 29 percent of the survey sample. (Distribution of these personnel across the Munitions Operations jobs is illustrated in Figure 2.) They are a diverse group, found in 10 of the 12 identified jobs, with Instructor and MASO the only exceptions and Supply Point Monitor (50 percent) the most significant. Relative time spent on duties by first-term munitions operations personnel is displayed in Table 12. Only eight tasks are performed by more than 50 percent of first-termers; representative tasks are listed in Table 13.

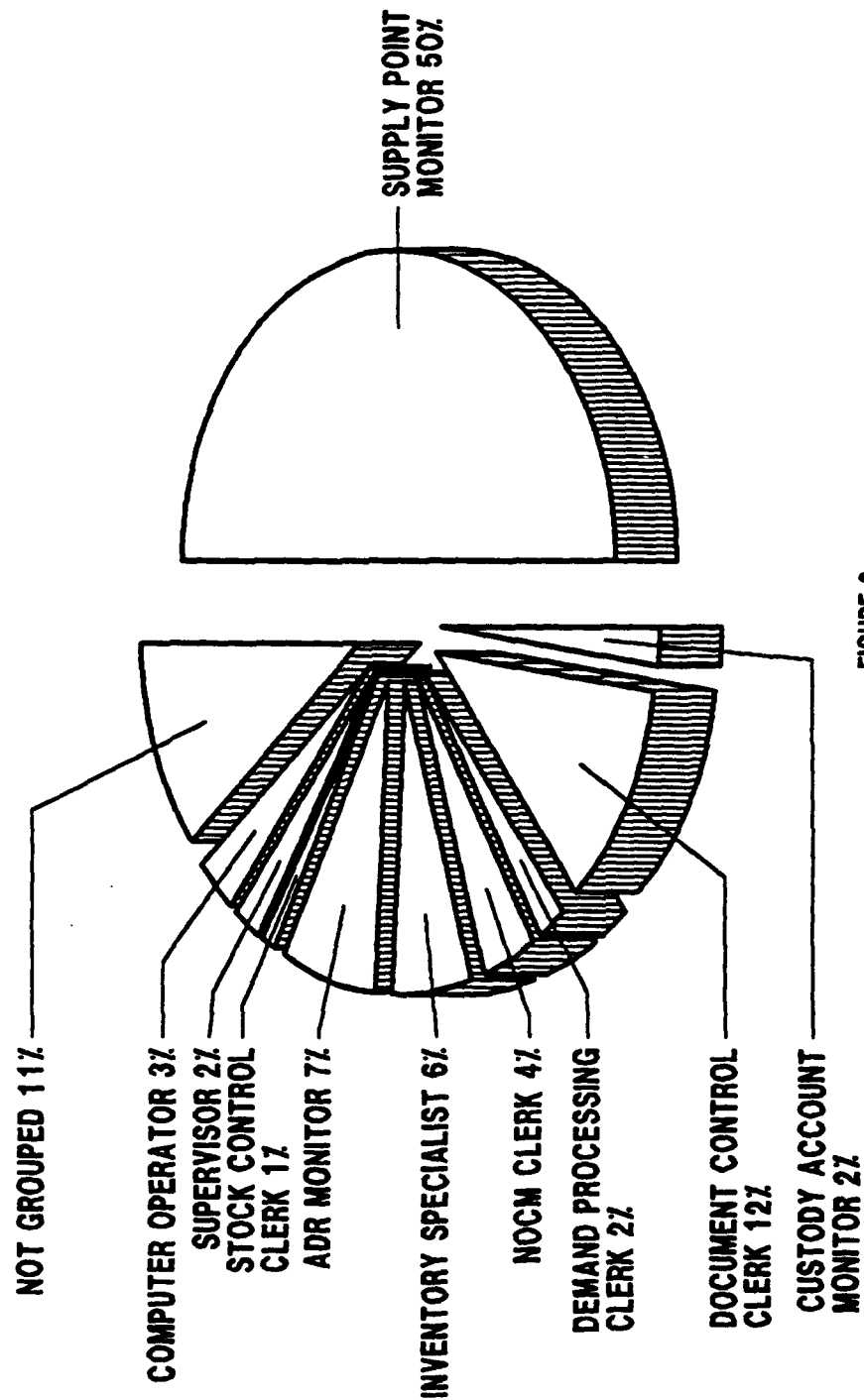
### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding what tasks should be emphasized in entry-level training. These ratings, based on the judgements of senior Munitions Operations NCOs working in the field, were collected to provide training personnel with a rank-ordering of those tasks considered important for individuals being trained (TE), along with a measure of the difficulty of those tasks (TD). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant formalized OJT in all units having first-enlistment personnel. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs in those organizations requiring it. Low task factor ratings may highlight tasks best omitted from OJT for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, organizational concerns, and criticality of the tasks. Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel.

Tasks having the highest TE ratings are listed in Table 14. Included for each task are also the percent of first-enlistment personnel performing and the TD rating. The tasks listed are predominantly AFSC related in nature, and most reflect a good percentage of first-enlistment personnel performing them. The tasks in this table should not be considered as all inclusive or the only ones to be reviewed.

Table 15 lists the tasks having the highest TD ratings. The percentages for first-enlistment, 5-, and 7-skill-level personnel performing and the TE ratings are also included for each task. These tasks are considered by the raters as the most difficult to learn. As can be seen, the tasks shown are generally performed by a greater percentage of the more experienced 7-skill-level personnel than of the other two categories of personnel. These data indicate that great numbers of first-termers are less likely to perform the more difficult tasks of the career ladder.

# **MUNITIONS OPERATIONS JOBS (TAFMS 1-48 MONTHS)**



**FIGURE 2**

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY  
AFSC 465X0 FIRST-TERM PERSONNEL  
(1-48 MONTHS TAFMS)

TASKS	PERCENT MEMBERS PERFORMING (N=165)
I270 Operate computer terminals	69
F200 Prepare or process issue requests	*62
F187 Complete turn-in transactions	*57
F208 Process reverse post transactions	*57
F191 Interpret inquiry outputs	*56
I266 Load printer paper	55
F188 Determine causes for computer rejects	*55
H239 Correct inventory discrepancies	*52
H236 Conduct special inventories	*49
F189 Identify post-post procedures	48
H234 Conduct complete inventories manually	*47
E176 Prepare or process shipment inputs	*47
F206 Process receipts	*46
F190 Initiate corrective action for computer rejects	*45
H245 Perform quality control on documentation	*43
F186 Complete due-out transactions	43
E173 Prepare or process due-out requisitions	42
G216 Prepare or process condition change inputs	40
F198 Prepare or process inputs for supply point detail load, change, or delete	*39
F192 Interpret management notices	*39

\* These tasks also appear on Table 14, Tasks With Highest TE Ratings

Average Number of Tasks Performed - 36

Cumulative average percent time spent by all members on above  
tasks - 39.7 percent

TABLE 14  
TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS  
(AFSC 465X0)

TASKS		TNG EMPH	PERCENT FIRST ENLISTMENT (N=165)	TASK DIFF
F200	Prepare or process issue requests	*6.40	62	4.06
H237	Conduct supply point inventories	6.35	38	5.28
F208	Process reverse post transactions	*6.31	57	6.58
F206	Process receipts	*6.16	46	4.09
H238	Conduct unserviceable details inventories	6.09	33	4.49
F191	Interpret inquiry outputs	*6.07	56	4.61
H236	Conduct special inventories	*6.02	49	4.79
H242	Maintain document control files and registers	6.02	29	4.70
F194	Monitor time change requirements	5.89	18	5.20
H249	Process supply point inventories	5.89	33	5.36
H245	Perform quality control on documentation	*5.87	43	4.73
F192	Interpret management notices	*5.82	39	4.55
E176	Prepare or process shipment inputs	*5.80	47	3.79
F187	Complete turn-in transactions	*5.80	57	4.07
H239	Correct inventory discrepancies	*5.80	52	6.51
F198	Prepare or process inputs for supply point detail load, change, or delete	*5.76	39	4.21
E179	Prepare or process 8503 munitions forecasts	5.75	21	7.02
F190	Initiate corrective action for computer rejects	*5.67	45	5.31
H234	Conduct complete inventories manually	*5.67	47	6.06
F188	Determine causes for computer rejects	*5.65	55	5.39
E177	Prepare or process special requisitions	5.64	33	3.78
H250	Process unserviceable details inventories	5.62	25	4.97

\* These tasks also appear on Table 13, Representative Tasks Performed by AFSC 465X0 First-Term Personnel

TABLE 15  
TASKS WITH HIGHEST TASK DIFFICULTY RATINGS  
(AFSC 465X0)

TASKS	TSK DIFF	1ST ENL	5- LVL	7- LVL	TNG EMPH
A8 Develop operational plans (OPLAN)	7.91	3	8	19	.76
A9 Develop or negotiate host-tenant agreements, interservice support agreement, or supply support plans	7.83	3	6	16	.65
D164 Write CDC	7.70	0	0	1	.45
B37 Coordinate transfer of special weapons or weapon components	7.27	12	14	22	2.38
B41 Direct Combat Ammunition System (CAS) operations	7.14	5	5	17	1.78
A11 Develop self-inspection programs	7.02	10	18	61	1.93
E179 Prepare or process 8503 munitions forecasts	7.02	21	32	53	5.75
E168 Consolidate 8503 munitions forecasts	6.98	17	28	53	5.11
C112 Write staff studies, surveys, or special reports, other than training reports	6.95	2	3	19	.31
D133 Develop career development course (CDC) materials	6.86	1	0	2	.38
A7 Develop management objectives	6.84	3	9	52	1.31
A33 Write supplements or changes to directives	6.83	1	5	41	.60
A32 Write or revise squadron directives	6.81	1	5	36	.60
E185 Validate 8503 munitions forecasts	6.77	15	26	55	4.56
B34 Compile data for staff studies	6.75	3	6	28	.60
A14 Establish organizational policies, such as office instructions (OI) or standard operating procedures (SOP)	6.72	2	12	49	.67
A6 Develop cost-reduction programs	6.65	1	4	14	.25
C81 Evaluate budget requirements	6.64	1	2	12	.24
D154 Prepare lesson plans	6.61	4	10	28	1.69
D165 Write test questions	6.60	1	5	12	.42
A21 Plan or prepare briefings	6.58	16	26	63	1.78
F208 Process reverse post transactions	6.58	57	60	39	6.31
C111 Write recommendations for awards or decorations	6.57	1	13	54	1.09
G222 Prepare or process immediate replacement support requirement (IRSR) requisitions	6.55	9	9	8	5.07
H239 Correct inventory discrepancies	6.51	52	60	52	5.80
C77 Conduct staff visits to other munitions accounts	6.50	4	5	21	.62
G230 Prepare or update NCM reports	6.47	18	19	18	5.49
G220 Prepare or process documentation for specialized weapon or component shipments	6.47	18	18	11	5.35
C83 Evaluate development or modification of software changes	6.40	1	3	12	.38

### Specialty Training Standard (STS)

A comprehensive review of STS 465X0, dated July 1988 (1 March 89), compared STS items to survey data (based on the previously mentioned assistance from technical school personnel in matching job inventory tasks to STS elements). STS paragraphs containing general knowledge information, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AFR 8-13 (dated 1 August 1986), AFR 8-13/ATC Supplement 1 (dated 2 March 1987), Attachment 1, paragraph A1-3c(4) (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in a skill level (criterion group) of the AFS), and ATC Regulation 52-22. Data were displayed for the first-job (1-24 months TAFMS), first-term (1-48 months TAFMS), 5-skill level, and 7-skill-level groups matched to the elements of the STS. Where a change is suggested by the survey data, the element is included in Annex B. Complete data are available in the computer printouts provided with this report.

Survey data support inclusion of the majority of the paragraphs and subparagraphs in the STS. There are, however, 21 of 108 matched paragraphs or subparagraphs that do not have a task with 20 percent or more members performing matched. Examples of these STS items are shown in Table 16. It is significant that all 21 unsupported elements cluster into 2 STS paragraphs: paragraph 17, Manual Accounting, and paragraph 21, Combat Ammunition System-Base.

In paragraph 17, all six unsupported elements have to do with forms: in 17a(1-4), working with AF Forms 105F-4,5,6, and 12, all Stock Record Cards; 17g(1), working with AF Forms 160, Stock or Price Change Vouchers; and 17h(2), working with AF Forms 85a, Inventory Count Cards.

In paragraph 21, 15 elements were not supported. Seven concern various types of hardware and equipment. These and the remaining 8 tasks are performed primarily by the Computer Operator job type personnel, and, in fact, the 15 elements combined include 22 of the 31 most commonly performed tasks of this job type. Significantly, the career field was in process of converting from the SBSS computer system to the CAS-B system at the time this survey was administered; therefore, great care should be taken when reviewing these elements to determine if retention in the STS is warranted. At the time of the JI, 154 members (27 percent) reported using CAS-B; 100 members (18 percent) reported using manual accounting systems; and 343 members (61 percent) reported using SBSS. Those numbers are probably significantly different now. A complete listing of the 21 elements, with matched tasks, can be found in Annex B.

Tasks not matched to any paragraph or subparagraph of the STS are listed at the end of the STS computer listing. These were reviewed to determine if there were any tasks concentrated around any particular functions or jobs. No particular trends were noted. Only six tasks (other than tasks from duties A-D, the supervisory, non job skill elements) were performed by 20 percent or more respondents of the STS target groups, but not referenced to any STS element (all six are marked with asterisks in Table 17). Training personnel and MAJCOM subject-matter experts should review these and other unreferenced tasks to determine if the areas they pertain to are justified to be included in the STS.

TABLE 16

## EXAMPLES OF UNSUPPORTED STS ELEMENTS

<u>SIS Reference/Tasks</u>	<u>TNG</u>	<u>1ST</u>	<u>1ST</u>	<u>5-</u>	<u>7-</u>	<u>TSK</u>
	<u>EMPH</u>	<u>JOB</u>	<u>ENL</u>	<u>LVL</u>	<u>LVL</u>	<u>DIFF</u>
0137 17a(1). AF Form 105F-4, Due-In and Due-Out Record 1a b						
G225 Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	4.65	9	12	9	10	5.35
<hr/>						
0187 21b. Communications equipment						
		A	B			
I274 Perform database transfers using Automated Data Information Network (AUTODIN)	1.98	7	6	6	8	5.07
I276 Perform down-channel procedures to Combat Ammunition System-Base Level (CAS-B)	1.58	0	2	2	6	5.15
I277 Perform down-channel procedures to Combat Ammunition System-Command Level (CAS-C)	1.13	0	1	0	4	5.37
I278 Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	4.30
I279 Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	4.50
I283 Perform up-channel procedures to CAS-C	1.47	0	1	2	4	5.22
I284 Perform up-channel procedures to Combat Ammunition System-Ammunition Control Point (CAS-A)	1.24	0	1	2	7	6.19
<hr/>						
0191 21e(1). Data base saves						
		A	B			
I273 Perform computer system recovery procedures	2.38	2	6	6	5	5.73
I278 Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	4.30
I279 Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	4.50
I280 Perform software termination procedures	1.49	2	5	6	6	5.02
I281 Perform system saves for munitions database	1.80	2	5	6	6	5.18

TABLE 17

EXAMPLES OF MUNITIONS OPERATIONS TASKS PERFORMED  
BUT NOT REFERENCED TO 465X0 STS

TASKS	PERCENT MEMBERS PERFORMING					TE* RATING	TD** RATING
	1ST JOB (N=43)	1ST ENL (N=165)	DAFSC 46550 (N=308)	DAFSC 46570 (N=180)			
*F194 Monitor time change requirements	19	18	26	31	5.9	5.2	
*F195 Monitor time compliance technical orders (TCTO)	7	12	17	24	5.2	5.6	
*G231 Store NOCM spares	16	22	19	12	4.4	3.8	
H260 Validate dueouts	14	21	24	22	4.4	4.3	
*G223 Prepare or process location change inputs	35	35	35	20	4.8	3.0	
A4 Determine work priorities	14	21	36	77	3.0	5.5	
A12 Develop work methods or procedures	21	22	35	72	2.6	6.3	
A18 Maintain ADR programs	12	16	20	25	3.6	4.4	
B50 Implement ADR programs	7	10	17	23	2.5	4.7	
C76 Conduct self-inspections	12	19	33	75	3.0	5.8	
*F209 Validate computer-generated management listings	26	29	37	52	3.6	5.6	

\* Identifies tasks that should be reviewed for possible inclusion in STS

### Plan of Instruction (POI)

Based on the previously mentioned assistance from the technical school subject-matter experts, inventory tasks were matched to the POI 3ARB46530-001, Munitions Operations, dated 22 August 1989. The results of the matching process are displayed in a computer-generated product.

POI blocks and units of instruction were compared against the standard set forth in Attachment 1, APCR 52-22, dated 17 February 1989 (30 percent or more of the criterion first-enlistment group performing tasks trained, along with sufficiently high TE and TD ratings on those tasks). Per this guidance, tasks trained in the course which do not meet these criteria should be considered for elimination from the formal course if not justified on some other acceptable basis.

Data were displayed for the first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) groups, for the tasks matched to the POI blocks and units of instruction. Even though the POI is basically a theory-centered course, a review of the tasks matched to the POI reveals that 37 (27 percent) of the POI units of instruction or criterion objectives are not supported by OSR data for matched tasks. These blocks or units account for 80 hours of instructional time. Examples of three of the units of instruction with matched tasks which were not supported by data are presented in Table 18. A complete listing of the blocks and units of instruction not supported can be found in Annex C.

Only two tasks not matched to any block or unit of instruction of the POI had over 30 percent members performing for the criterion groups, and only one of those (F199, Prepare or process inputs to load, change, or delete demand data) had sufficiently high TE and TD ratings to be considered for POI use. Subject-matter experts should perform in-depth review of this task to determine the necessity for training and the most effective method to accomplish it.

Based on the data in Annex C, it is evident that a moderate portion of the formal course is not supported by the various data elements which reflect responses from personnel working in the career ladder. Training personnel are encouraged to review the computer printout of the POI matched with survey data as they undertake future revisions, if any, of the POI.

### JOB SATISFACTION ANALYSIS

Examination of the job satisfaction indicators for various groups gives career ladder managers a better understanding of some of the factors which may impact on job performance of personnel in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet. The information from these questions is provided in Tables 19 and 20 and discussed below.

TABLE 18

## EXAMPLES OF UNSUPPORTED POI ELEMENTS

POI REFERENCE/TASKS	HRS TNG	TNG EMPH	1ST JOB	1ST ENL	TSK DIFE
0086 V 1d. Given the necessary information, blank forms, and AFM 67-1, Volume II, Part Two, prepare an identity change input, with no more than one instructor assist. STS: 14d Meas: PC	(2.0)				
G221 Prepare or process identity change inputs	5.05	23	22	4.43	
H251 Review inventory adjustment document registers	3.62	9	13	5.06	
<hr/>					
0113 VII 1b. Given the necessary information, blank forms, and applicable publications, prepare and update a set of stock record cards, with no more than two instructor assists per card. STS: 17a(1), 17a(2), 17a(4) Meas: PC	(8.0)				
G225 Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	4.65	9	12	5.35	
G226 Prepare or update AF Forms 105F5 (Stock Control Record)	4.65	9	12	5.59	
G224 Prepare or update AF Forms 105F12 (Ammunition Stock Record (AFK Account))	4.27	7	9	5.54	
<hr/>					
0162 IX 2b. Given a list of statements, identify those which pertain to the start up and shutdown of the Sperry system, to at least an 80 percent accuracy. STS: 21d Meas: PC	(2.0)				
I278 Perform power-down procedures on Sperry System 11	2.15	5	9	4.30	
I279 Perform power-up procedures on Sperry System 11	2.15	5	10	4.50	
I280 Perform software termination procedures	1.49	2	5	5.02	

TABLE 19

COMPARISON OF TAFMS GROUP JOB SATISFACTION INDICATORS  
(PERCENT MEMBERS RESPONDING)

JOB SATISFACTION INFORMATION	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>		<u>97+ MOS TAFMS</u>	
	465X0 (N=165)	1989 COMP SAMPLE* (N=2,658)	465X0 (N=125)	1989 COMP SAMPLE* (N=1,930)	465X0 (N=273)	1989 COMP SAMPLE* (N=2,575)
<u>PERCEIVED JOB</u>						
INTERESTING						
SO-SO	64	76	64	75	76	77
DULL	25	15	25	16	12	14
	12	8	11	8	12	8
<u>PERCEIVED USE OF TALENT</u>						
FAIRLY WELL TO PERFECT	73	84	77	86	85	84
LITTLE OR NOT AT ALL	26	15	23	14	15	15
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	84	88	88	83	88	82
LITTLE OR NOT AT ALL	16	12	12	16	12	18

\* Comparative sample composed of Mission Equipment Maintenance career ladders surveyed in 1989 (includes AFSCs 362X4, 411X2A, 454X0A/B, and 451X4)

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 19 (CONTINUED)

COMPARISON OF TAFMS GROUP JOB SATISFACTION INDICATORS  
(PERCENT MEMBERS RESPONDING)

JOB SATISFACTION INFORMATION	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	465X0 (N=165)	1989 COMP SAMPLE* (N=2,658)	465X0 (N=125)	1989 COMP SAMPLE* (N=1,930)	465X0 (N=273)	1989 COMP SAMPLE* (N=2,575)
<u>SENSE OF ACCOMPLISHMENT FROM WORK</u>						
SATISFIED	68	76	72	75	72	74
NEUTRAL	17	14	10	12	8	11
DISSATISFIED	15	9	18	11	20	14
<u>REENLISTMENT INTENTIONS</u>						
WILL/PROBABLY WILL REENLIST	61	61	75	72	72	75
WILL NOT/PROBABLY WILL NOT REENLIST	38	37	24	26	9	10
WILL RETIRE	1	2	0	1	19	14

\* Comparative sample composed of Mission Equipment Maintenance career ladders surveyed in 1989 (includes AFSC 362X4, 411X2A, 454X0A/B, and 451X4)

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 20

COMPARISON OF JOB SATISFACTION INDICATORS FOR SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

<u>JOB SATISFACTION INFORMATION</u>	<u>CUSTODY ACCOUNT MONITOR</u>	<u>DOCUMENT CONTROL CLERK</u>	<u>DEMAND PROCESSING CLERK</u>	<u>STOCK CONTROL CLERK</u>
<u>PERCEIVED JOB</u>				
INTERESTING	70	39	60	60
SO-SO	10	43	20	40
DULL	20	18	20	0
<u>PERCEIVED USE OF TALENT</u>				
FAIRLY WELL TO PERFECT	70	79	60	100
LITTLE OR NOT AT ALL	30	21	40	0
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	90	86	80	100
LITTLE OR NOT AT ALL	10	14	20	0
<u>SENSE OF ACCOMPLISHMENT FROM WORK</u>				
SATISFIED	40	68	60	60
NEUTRAL	30	18	20	20
DISSATISFIED	30	14	20	20
<u>REENLISTMENT INTENTIONS</u>				
WILL/PROBABLY WILL REENLIST	60	68	60	80
WILL NOT/PROBABLY WILL NOT REENLIST	40	32	40	20
WILL RETIRE	0	0	0	0

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 20 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

<u>JOB SATISFACTION INFORMATION</u>	<u>NOCM CLERK</u>	<u>INVENTORY SPECIALIST</u>	<u>ADR MONITOR</u>	<u>SUPPLY POINT MONITOR</u>
<u>PERCEIVED JOB</u>				
INTERESTING	88	55	28	72
SO-SO	13	25	50	19
DULL	0	20	22	9
<u>PERCEIVED USE OF TALENT</u>				
FAIRLY WELL TO PERFECT	63	75	73	78
LITTLE OR NOT AT ALL	38	25	28	22
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	100	90	84	87
LITTLE OR NOT AT ALL	0	10	17	13
<u>SENSE OF ACCOMPLISHMENT FROM WORK</u>				
SATISFIED	100	75	50	73
NEUTRAL	0	5	22	11
DISSATISFIED	0	20	28	16
<u>REENLISTMENT INTENTIONS</u>				
WILL/PROBABLY WILL REENLIST	75	55	72	69
WILL NOT/PROBABLY WILL NOT REENLIST	25	35	28	26
WILL RETIRE	0	10	0	3
OTHERS	0	0	0	1

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 20 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

<u>JOB SATISFACTION INFORMATION</u>	<u>SUPERVISOR</u>	<u>MASO</u>	<u>COMPUTER OPERATOR</u>	<u>INSTRUCTOR</u>
<u>PERCEIVED JOB</u>				
INTERESTING	78	75	87	83
SO-SO	10	13	7	17
DULL	11	13	7	0
<u>PERCEIVED USE OF TALENT</u>				
FAIRLY WELL TO PERFECT	87	88	80	100
LITTLE OR NOT AT ALL	13	13	20	0
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	88	82	86	100
LITTLE OR NOT AT ALL	12	19	13	0
<u>SENSE OF ACCOMPLISHMENT FROM WORK</u>				
SATISFIED	73	63	80	67
NEUTRAL	7	0	0	33
DISSATISFIED	19	38	20	0
<u>REENLISTMENT INTENTIONS</u>				
WILL/PROBABLY WILL REENLIST	70	63	67	83
WILL NOT/PROBABLY WILL NOT REENLIST	10	25	20	17
WILL RETIRE	19	13	13	0
OTHERS	1	0	0	0

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

Job satisfaction data presented in Table 19 show the TAFMS groups for the Munitions Operations career ladder matched with similar data for a comparative sample of Mission Equipment Maintenance career ladders surveyed in 1989, which is the latest comparative data available. These data provide a relative measure of how job satisfaction of Munitions Operations personnel compares with that of other similar specialties. The data reflect similar percentages for the 465X0 sample groups in some areas, but for the most part, the 465X0s expressed somewhat less job satisfaction than personnel working in similar AFSCs. This is especially true for the responses of first- and second-term personnel, who generally found their jobs less interesting and their talents less used than did the 1989 comparative sample. It is therefore not surprising that fewer first-term 465X0s found their sense of accomplishment from work "satisfied," or that more first- and second-termers were "dissatisfied." Reenlistment intentions, however, showed almost no variation from the comparative sample.

The first- and second-term 465X0s who expressed feelings that their talents were not being used may be a product of the specific specialty job they're in. Table 20 provides data on personnel in the specialty jobs discussed in the SPECIALTY JOBS section of this report. An examination of the data implies how overall job satisfaction may be influenced by the type of job performed. Most jobs appear to have favorable percentages for the job satisfaction indicators. There are three jobs, however, that reflect lower than expected percentages in at least one indicator: only 39 percent of the Document Control Clerks and 28 percent of the ADR Monitors found their jobs interesting; only 40 percent of the Custody Account Monitors found their sense of accomplishment "satisfied" by their work.

When there are issues in an occupation that are not directly addressed in the job inventory, survey respondents are usually quite free with write-in comments about the issues that concern them. Thirty-five percent of the individuals in the survey sample used the write-in feature. The majority of the write-in comments (88 percent) deal with explaining the type of job held, tasks not listed but performed, expansion on answers to background questions, etc. The remaining comments dealt with areas that could impact on effectiveness or morale.

The remaining 22 write-ins contained comments that could be broken down into the following categories:

- 5 working out of career field
- 5 complaints about quality of supervision
- 4 complaints about the structure of the career field
- 2 complaints about lack of recognition
- 2 complaints about manning
- 2 complaints that the job is boring
- 2 complaints that training is inadequate or not utilized
- 7 miscellaneous other comments

Of these, the most significant come from those working outside the career field. Three of the five state that they are being used as 461X0s, handling munitions rather than accounting for them, with a fourth member being trained to do 461X0 tasks. Two of the comments (both from the same base) deserve to be quoted directly, as they could indicate a serious safety hazard:

"We physically handle all explosive assets except electrically primed on a daily basis - per orders of our supervisors - although we have repeatedly mentioned the illegality of this action. We are not trained for that!!! We're admin troops, and I don't know the difference between a linear-shaped charge and a box of pencils."

"By the order of my superiors I have been instructed to physically handle munitions on a daily basis despite the fact that my career field is not qualified to do so. I do not have the working knowledge to do these operations in the manner in which they are intended to be done."

The complaints about supervision are directed at 461X0s making decisions about the 465X0 career field and MASOs that appear to those they supervise as not knowing what they're doing or not being supportive.

The complaints about career field structure also relate to 461 involvement in the 465 career field and may be summarized by the comment that describes the 465 field as the "stepchild" of munitions.

The comments represent a small percentage of the surveyed population and do not necessarily reflect large scale dissatisfaction with the career ladder, but are consistent with information presented in other sections of this report.

## IMPLICATIONS

The 465X0 career ladder appears to have been in a constant state of administrative flux over the past few years. First, it changed from being part of the Supply (645X0) AFSC to an individual AFSC in the Munitions career area, and now there is some discussion of combining it with the 461X0, Munitions Systems, AFSC. In spite of these ownership issues, the actual functions performed by these folks appear to have remained relatively stable. The job structure is diverse, but there appears to be a reasonable progression from each level of experience and responsibility to the next. AFR 39-1 provides an accurate picture of the responsibilities of the career field, the STS and POI accurately depict the tasks performed and the training required to send functional 3-levels to the field. All three documents could use some fine-tuning (as expressed above), but are basically sound.

Job satisfaction indicators for this career field are okay. Not everyone is happy, but intentions to reenlist are within Air Force goals and comparable to other similar career fields. Only 22 members sent write-ins expressing dissatisfaction, and 15 of their comments might be typical of any career field (manning, recognition, ways to do the job better, etc.). The remaining 14 comments, however, could be summarized as expressing a strong desire that the 465 career field not be combined with the 461s.

Another issue that bears mentioning is that 27 write-ins were received mentioning CAS-B computer system duties. The career field was in process of changing over from the SBSS to the CAS system at the time the Job Inventories were sent to the field, and it is reasonable to believe that the conversion is much closer to completion now. Consequently, the representation of computer functions performed by members of this AFSC may be somewhat outdated even as this OSR is printed. Great caution should be used in applying the computer-oriented tasks to career field descriptive and training documents (STS, POI, etc.).

**ANNEX A**  
**REPRESENTATIVE TASKS PERFORMED**  
**BY CAREER LADDER JOB GROUPS**

TABLE A1

GROUP NUMBER AND TITLE: STG66, CUSTODY ACCOUNT MONITOR  
 GROUP SIZE: 10 PERCENT OF SAMPLE: 2%  
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 54  
 AVERAGE TICF: 37 AVERAGE TASKS PERFORMED: 13

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H237 Conduct supply point inventories	100
H249 Process supply point inventories	100
H258 Update supply point inventories	100
H254 Schedule supply point inventories	90
F200 Prepare or process issue requests	60
I270 Operate computer terminals	50
H239 Correct inventory discrepancies	50
H247 Process inventory adjustments	50
F198 Prepare or process inputs for supply point detail load, change, or delete	40
H246 Process complete inventories	40
I266 Load printer paper	40
F187 Complete turn-in transactions	30
H241 Initiate inventory adjustments	30
G214 Prepare or process AF Forms 85 (Inventory Adjustment Voucher)	30
F208 Process reverse post transactions	30
D154 Prepare lesson plans	20
H234 Conduct complete inventories manually	20
I275 Perform demand processing	20
H260 Validate due-outs	20
G212 Perform munitions reconciliations	20
E174 Prepare or process inputs to load, change, or delete exception codes	20
I279 Perform power-up procedures on Sperry System 11	20
F186 Complete due-out transactions	20
E172 Prepare or process adjusted stock-level requests	10
H248 Process special inventories	10
B67 Supervise Apprentice Munitions Operations Specialists (AFSC 46530)	10
G232 Validate warehouse locations	10
D128 Conduct specialized training	10
B39 Counsel subordinates on personal or military-related matters	10

TABLE A2

GROUP NUMBER AND TITLE: STG45, DOCUMENT CONTROL CLERK	
GROUP SIZE: 28	PERCENT OF SAMPLE: 5%
AVERAGE GRADE: E-3	AVERAGE TAFMS: 37
AVERAGE TICF: 30	AVERAGE TASKS PERFORMED: 15

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H245 Perform quality control on documentation	96
H242 Maintain document control files and registers	93
H240 Identify or research delinquent documents	93
I270 Operate computer terminals	68
I266 Load printer paper	50
H234 Conduct complete inventories manually	46
H244 Maintain work process files	43
C107 Review documentation, such as receipts and issues	36
H243 Maintain inventory adjustment document registers	36
F200 Prepare or process issue requests	36
F209 Validate computer-generated management listings	32
F189 Identify post-post procedures	32
F208 Process reverse post transactions	32
F190 Initiate corrective action for computer rejects	29
B54 Implement quality control procedures	29
F188 Determine causes for computer rejects	29
F191 Interpret inquiry outputs	29
H239 Correct inventory discrepancies	25
A12 Develop work methods or procedures	25
I287 Remove or replace printer ribbons	25
C93 Evaluate quality control procedures	21
F206 Process receipts	21
A13 Establish maintenance and disposition files	21
H246 Process complete inventories	21
F192 Interpret management notices	18
H236 Conduct special inventories	18
H251 Review inventory adjustment document registers	14
B42 Direct maintenance of administrative files	14
G216 Prepare or process condition change inputs	14
E176 Prepare or process shipment inputs	14
A4 Determine work priorities	14
D125 Conduct OJT	11
C79 Evaluate administrative forms, files, or procedures	11
A18 Maintain ADR programs	7

TABLE A3

GROUP NUMBER AND TITLE: STG74, DEMAND PROCESSING CLERK  
 GROUP SIZE: 5 PERCENT OF SAMPLE: 1%  
 AVERAGE GRADE: E-3 AVERAGE TAFMS: 104  
 AVERAGE TICF: 38 AVERAGE TASKS PERFORMED: 16

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
E173 Prepare or process due-out requisitions	100
F186 Complete due-out transactions	100
F206 Process receipts	80
E176 Prepare or process shipment inputs	80
E177 Prepare or process special requisitions	80
F187 Complete turn-in transactions	80
E181 Report nuclear ordnance commodity management (NOCM) excess	60
E174 Prepare or process inputs to load, change, or delete exception codes	60
F189 Identify post-post procedures	60
F199 Prepare or process inputs to load, change, or delete demand data	60
G210 Deliver nuclear ordnance commodity management (NOCM) spares	60
E167 Conduct reconciliation of due-ins	40
F200 Prepare or process issue requests	40
F191 Interpret inquiry outputs	40
E172 Prepare or process adjusted stock-level requests	40
F188 Determine causes for computer rejects	40
G231 Store NOCM spares	40
F208 Process reverse post transactions	40
G217 Prepare or process Defense Reutilization and Marketing Office (DRMO) transfers	20
G218 Prepare or process documentation for DRMO shipments	20
E168 Consolidate 8503 munitions forecasts	20
E171 Maintain exception control cards (ECC)	20
A13 Establish maintenance and disposition files	20
H246 Process complete inventories	20
H256 Update complete inventories	20
H249 Process supply point inventories	20
H258 Update supply point inventories	20
H257 Update special inventories	20
G232 Validate warehouse locations	20
I270 Operate computer terminals	20

TABLE A4

GROUP NUMBER AND TITLE: STG77, STOCK CONTROL CLERK  
 GROUP SIZE: 5 PERCENT OF SAMPLE: 1%  
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 71  
 AVERAGE TICF: 48 AVERAGE TASKS PERFORMED: 16

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
E185 Validate 8503 munitions forecasts	100
E179 Prepare or process 8503 munitions forecasts	100
E168 Consolidate 8503 munitions forecasts	80
E184 Validate adjusted stock levels	80
E182 Review adjusted stock levels	60
I270 Operate computer terminals	60
E170 Initiate followup action on requisitions	60
E172 Prepare or process adjusted stock-level requests	60
E177 Prepare or process special requisitions	60
F207 Process requisition status	40
E178 Prepare or process stock replenishment requisitions	40
I266 Load printer paper	40
B47 Direct stockpile management functions	40
F200 Prepare or process issue requests	40
F208 Process reverse post transactions	40
E169 Initiate cancellation requests of requisitions	40
E173 Prepare or process due-out requisitions	40
F188 Determine causes for computer rejects	40
F190 Initiate corrective action for computer rejects	40
E176 Prepare or process shipment inputs	40
F187 Complete turn-in transactions	40
A16 Establish publication library requirements	20
F205 Prepare time change requirements forecasts	20
B70 Supervise Munitions Operations Specialists (AFSC 46550)	20
F194 Monitor time change requirements	20
C109 Write EPRs	20
F197 Prepare or process AF Forms 191 (Ammunition Disposition Report)	20
D132 Determine training requirements	20
F192 Interpret management notices	20
I287 Remove or replace printer ribbons	20
F206 Process receipts	20
E167 Conduct reconciliation of due-ins	20
E175 Prepare or process inputs to modify requisitions	20

TABLE A5

GROUP NUMBER AND TITLE: STG122, NOCM (Nuclear Ordnance Comodity Management)  
CLERK

GROUP SIZE: 8

PERCENT OF SAMPLE: 1%

AVERAGE GRADE: E-4

AVERAGE TAFMS: 66

AVERAGE TICF: 57

AVERAGE TASKS PERFORMED: 38

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
G231 Store NOCM spares	100
E181 Report nuclear ordnance commodity management (NOCM) excess	100
G227 Prepare or update AF Forms 105F6 (Stock Record (Manual))	88
G230 Prepare or update NOCM reports	88
G220 Prepare or process documentation for specialized weapon or component shipments	88
G216 Prepare or process condition change inputs	88
G211 Inspect NOCM spares	88
F187 Complete turn-in transactions	88
E176 Prepare or process shipment inputs	88
G232 Validate warehouse locations	88
G215 Prepare or process AF Forms 85a (Inventory Count Card)	88
E169 Initiate cancellation requests of requisitions	88
F200 Prepare or process issue requests	75
E173 Prepare or process due-out requisitions	75
F206 Process receipts	75
G213 Prepare or process AF Forms 160 (Stock or Price Change Voucher)	75
G210 Deliver nuclear ordnance commodity management (NOCM) spares	75
G223 Prepare or process location change inputs	75
H242 Maintain document control files and registers	75
F186 Complete due-out transactions	75
E170 Initiate followup action on requisitions	75
B37 Coordinate transfer of special weapons or weapon components	75
G226 Prepare or update AF Forms 105F5 (Stock Control Record)	63
G222 Prepare or process immediate replacement support requirement (IRSR) requisitions	63
G225 Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	63
A4 Determine work priorities	50
I270 Operate computer terminals	38
E177 Prepare or process special requisitions	38

TABLE A6

GROUP NUMBER AND TITLE: STG86, INVENTORY SPECIALIST

GROUP SIZE: 20

PERCENT OF SAMPLE: 4%

AVERAGE GRADE: E-4

AVERAGE TAFMS: 70

AVERAGE TICF: 56

AVERAGE TASKS PERFORMED: 25

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
H236 Conduct special inventories	100
H238 Conduct unserviceable details inventories	95
H239 Correct inventory discrepancies	90
H257 Update special inventories	85
H248 Process special inventories	85
H253 Schedule special inventories	85
H255 Schedule unserviceable details inventories	80
H234 Conduct complete inventories manually	75
H256 Update complete inventories	75
H246 Process complete inventories	70
H241 Initiate inventory adjustments	70
I270 Operate computer terminals	65
H247 Process inventory adjustments	65
H250 Process unserviceable details inventories	60
H252 Schedule complete inventories	60
H259 Update unserviceable details inventories	50
G232 Validate warehouse locations	45
H237 Conduct supply point inventories	40
G223 Prepare or process location change inputs	40
H251 Review inventory adjustment document registers	35
F191 Interpret inquiry outputs	35
F196 Prepare inquiries for computer processing	35
F197 Prepare or process AF Forms 191 (Ammunition Disposition Report)	30
F200 Prepare or process issue requests	30
E176 Prepare or process shipment inputs	25
A16 Establish publication library requirements	25
H249 Process supply point inventories	25
H254 Schedule supply point inventories	20
H258 Update supply point inventories	20
F187 Complete turn-in transactions	20
F189 Identify post-post procedures	20
H243 Maintain inventory adjustment document registers	15
F194 Monitor time change requirements	15

TABLE A7

GROUP NUMBER AND TITLE: STG48, ADR (Ammunition Disposition Report)  
MONITOR CLUSTER

GROUP SIZE: 18  
AVERAGE GRADE: E-4  
AVERAGE TICF: 43

PERCENT OF SAMPLE: 3%  
AVERAGE TAFMS: 52  
AVERAGE TASKS PERFORMED: 28

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F197 Prepare or process AF Forms 191 (Ammunition Disposition Report)	100
A18 Maintain ADR programs	89
G219 Prepare or process documentation for explosive disposal	89
F208 Process reverse post transactions	83
F188 Determine causes for computer rejects	72
F191 Interpret inquiry outputs	67
G216 Prepare or process condition change inputs	67
E176 Prepare or process shipment inputs	67
I266 Load printer paper	61
H238 Conduct unserviceable details inventories	61
A5 Develop ammunition disposition request (ADR) programs	56
F187 Complete turn-in transactions	56
B50 Implement ADR programs	56
I270 Operate computer terminals	56
B40 Direct ADR programs	50
G223 Prepare or process location change inputs	50
F192 Interpret management notices	50
G218 Prepare or process documentation for DRMO shipments	44
H250 Process unserviceable details inventories	44
F189 Identify post-post procedures	44
F190 Initiate corrective action for computer rejects	44
G232 Validate warehouse locations	39
H239 Correct inventory discrepancies	39
F196 Prepare inquiries for computer processing	39
F206 Process receipts	39
E180 Report conventional ordnance excess	39
F200 Prepare or process issue requests	33
F194 Monitor time change requirements	33
H255 Schedule unserviceable details inventories	33
H259 Update unserviceable details inventories	33
G217 Prepare or process Defense Reutilization and Marketing Office (DRMO) transfers	33
H245 Perform quality control on documentation	28

TABLE A8

GROUP NUMBER AND TITLE: STG39, SUPPLY POINT MONITOR CLUSTER  
 GROUP SIZE: 193 PERCENT OF SAMPLE: 34%  
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 72  
 AVERAGE TICF: 51 AVERAGE TASKS PERFORMED: 48

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
F200 Prepare or process issue requests	88
F188 Determine causes for computer rejects	87
F191 Interpret inquiry outputs	86
F187 Complete turn-in transactions	84
F208 Process reverse post transactions	81
F190 Initiate corrective action for computer rejects	77
F186 Complete due-out transactions	72
F189 Identify post-post procedures	72
F192 Interpret management notices	69
I270 Operate computer terminals	69
H239 Correct inventory discrepancies	67
E173 Prepare or process due-out requisitions	65
F198 Prepare or process inputs for supply point detail load, change, or delete	65
F196 Prepare inquiries for computer processing	65
F206 Process receipts	63
E176 Prepare or process shipment inputs	63
H237 Conduct supply point inventories	58
H236 Conduct special inventories	58
H258 Update supply point inventories	54
H249 Process supply point inventories	54
E177 Prepare or process special requisitions	54
H254 Schedule supply point inventories	53
E174 Prepare or process inputs to load, change, or delete exception codes	53
H234 Conduct complete inventories manually	52
E172 Prepare or process adjusted stock-level requests	49
F207 Process requisition status	49
F199 Prepare or process inputs to load, change, or delete demand data	49
E170 Initiate follow-up action on requisitions	49
E179 Prepare or process 8503 munitions forecasts	46
E178 Prepare or process stock replenishment requisitions	46
H245 Perform quality control on documentation	42

TABLE A9

GROUP NUMBER AND TITLE: STG44, SUPERVISOR CLUSTER  
 GROUP SIZE: 181 PERCENT OF SAMPLE: 32%  
 AVERAGE GRADE: E-6 AVERAGE TAFMS: 171  
 AVERAGE TICF: 129 AVERAGE TASKS PERFORMED: 103

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A4 Determine work priorities	91
C76 Conduct self-inspections	91
A12 Develop work methods or procedures	87
B39 Counsel subordinates on personal or military-related matters	86
B38 Counsel subordinates on job progression or career development	86
C91 Evaluate procedures for inventory of munitions assets	85
C109 Write EPRs	85
A15 Establish performance standards for subordinates	83
C101 Inspect personnel for compliance with military standards	80
A24 Plan work assignments	78
C107 Review documentation, such as receipts and issues	78
C89 Evaluate personnel for compliance with performance or military standards	77
B63 Interpret policies, directives, or procedures for subordinates	75
D125 Conduct OJT	74
B70 Supervise Munitions Operations Specialists (AFSC 46550)	73
A11 Develop self-inspection programs	73
A17 Establish work schedules	73
H239 Correct inventory discrepancies	71
B54 Implement quality control procedures	70
C85 Evaluate inspection reports or procedures	70
A21 Plan or prepare briefings	70
B46 Direct self-inspection programs	68
D132 Determine training requirements	67
C74 Analyze inspector general (IG), audit, or field visit reports	66
F209 Validate computer-generated management listings	64
A7 Develop management objectives	62
E185 Validate 8503 munitions forecasts	60
B47 Direct stockpile management functions	59
E168 Consolidate 8503 munitions forecasts	56

TABLE A10

GROUP NUMBER AND TITLE: STG36, MASO (Munitions Accountable  
Systems Officer)

GROUP SIZE: 16

PERCENT OF SAMPLE: 3%

AVERAGE GRADE: E-4

AVERAGE TAFMS: 215

AVERAGE TICF: 156

AVERAGE TASKS PERFORMED: 36

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A21 Plan or prepare briefings	88
C112 Write staff studies, surveys, or special reports, other than training reports	81
A4 Determine work priorities	81
B34 Compile data for staff studies	75
B35 Conduct staff meetings or briefings	75
C77 Conduct staff visits to other munitions accounts	75
C85 Evaluate inspection reports or procedures	75
C74 Analyze inspector general (IG), audit, or field visit reports	69
A7 Develop management objectives	69
A33 Write supplements or changes to directives	69
A3 Determine logistics requirements, such as equipment, supplies, and space	69
B36 Coordinate transfer of conventional weapons or weapon components	63
B63 Interpret policies, directives, or procedures for subordinates	63
C92 Evaluate proposed publications	63
C110 Write inspection reports	63
C95 Evaluate suggestions	56
A12 Develop work methods or procedures	56
A11 Develop self-inspection programs	56
C73 Analyze host-tenant agreements, interservice support	50
E179 Prepare or process 8503 munitions forecasts	50
E168 Consolidate 8503 munitions forecasts	44
C75 Conduct follow-up inspections	44
A8 Develop operational plans (OPLAN)	44
A6 Develop cost-reduction programs	44
B65 Maintain contingency plans agreements or supply support plans	38
C101 Inspect personnel for compliance with military standards	31
E185 Validate 8503 munitions forecasts	25
C81 Evaluate budget requirements	19

TABLE A11

GROUP NUMBER AND TITLE: STG134, COMPUTER OPERATOR  
 GROUP SIZE: 15 PERCENT OF SAMPLE: 3%  
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 99  
 AVERAGE TICF: 76 AVERAGE TASKS PERFORMED: 41

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
I279 Perform power-up procedures on Sperry System 11	100
I278 Perform power-down procedures on Sperry System 11	100
I266 Load printer paper	100
I280 Perform software termination procedures	100
I281 Perform system saves for munitions database	100
I265 Load or download magnetic tapes	100
I263 Clean magnetic tapes	100
I287 Remove or replace printer ribbons	100
I264 Label magnetic tapes	100
I262 Clean disk drive filters	100
I261 Annotate system logs for downtime reporting	93
I270 Operate computer terminals	93
I292 Store magnetic tapes	93
I273 Perform computer system recovery procedures	93
I289 Screen computer products	87
I291 Screen program classifications	87
I288 Schedule batch processing computer runs	87
I275 Perform demand processing	80
I268 Maintain AF Forms 597 (ADPE Maintenance Record)	80
I286 Remove or replace disk packs	80
I290 Screen program access	80
I274 Perform data base transfers using Automated Data Information Network (AUTODIN)	73
I267 Load system software	73
I282 Perform transaction interface processing	73
I284 Perform up-channel procedures to Combat Ammunition System-Ammunition Control Point (CAS-A)	67
I285 Prepare or process AF Forms 597	67
I269 Maintain user identification codes	53
I283 Perform up-channel procedures to CAS-C	47
B41 Direct Combat Ammunition System (CAS) operations	47
I272 Operate serial impact printers	47
I276 Perform down-channel procedures to Combat Ammunition System-Base Level (CAS-B)	27

TABLE A12

GROUP NUMBER AND TITLE: STG82, INSTRUCTOR

GROUP SIZE: 6

AVERAGE GRADE: E-5

AVERAGE TICF: 76

PERCENT OF SAMPLE: 1%

AVERAGE TAFMS: 128

AVERAGE TASKS PERFORMED: 30

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
D126 Conduct resident course classroom training	100
D165 Write test questions	100
D131 Counsel trainees on training progress	100
D142 Evaluate progress of resident course students	83
D124 Conduct local classroom training	83
D162 Score tests	83
D113 Administer tests	83
D136 Develop resident course curriculum materials	83
D135 Develop performance or proficiency tests	83
D154 Prepare lesson plans	67
D128 Conduct specialized training	67
D149 Maintain training aids or devices	67
D157 Review specialty training standards (STS) or CDC	67
D137 Develop training aids	50
D127 Conduct safety or security training	50
A16 Establish publication library requirements	50
D114 Advise unit staff personnel on training matters	50
D121 Complete training evaluation forms	50
D150 Maintain training records	50
A12 Develop work methods or procedures	50
A17 Establish work schedules	50
D144 Evaluate training methods or techniques	50
D125 Conduct OJT	50
D155 Procure training aids or equipment	50
D134 Develop new equipment training programs	33
B67 Supervise Apprentice Munitions Operations Specialists (AFSC 46530)	33
B39 Counsel subordinates on personal or military-related matters	33
B63 Interpret policies, directives, or procedures for subordinates	33
D140 Establish study reference files	33
D139 Direct training programs, other than OJT	33
D147 Implement training programs, other than OJT	33

ANNEX B

TABLE B1

MATCHED STS ELEMENTS WITH LESS THAN 20 PERCENT MEMBERS PERFORMING

D T Y	Tsk Nbr	Task Title	TNG EMP	1ST JOB	5- ENL	7- LVL	LVL	TSK DIF
0135	17.	MANUAL ACCOUNTING						
0136	17a.	Prepare and update stock record cards						
0137	17a(1).	AF Form 105F-4, Due-In and Due-Out Record	1a	b				
G225		Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	4.65	9	12	9	10	5.35
0138	17a(2).	AF Form 105F-5, Stock Control Record	1a	b				
G226		Prepare or update AF Forms 105F5 (Stock Control Record)	4.65	9	12	10	9	5.59
0139	17a(3).	AF Form 105F-6, Stock Record Card (NOCM)	1a	b				
G227		Prepare or update AF Forms 105F6 (Stock Record (Manual))	5.53	5	16	16	13	5.86
0140	17a(4).	AF Form 105F-12, Stock Record Card (conventional)	1a	b				
G224		Prepare or update AF Forms 105F12 (Ammunition Stock Record (AFK Account))	4.27	7	9	7	6	5.54

**MATCHED STS ELEMENTS WITH LESS THAN 20 PERCENT MEMBERS PERFORMING**

D T Y	Tsk Nbr	Task Title	TNG EMP	1ST JOB	5- ENL	7- LVL	TSK DIF
	0163	17g. Stock Control					
	0164	17g(1). Stock Levels					
	G213	Prepare or process AF Forms 160 (Stock or Price Change Voucher)	4.67	5	12	14	5.10
	G226	Prepare or update AF Forms 105F5 (Stock Control Record)	4.65	9	12	10	5.59
	0166	17h. Inventory					
	0168	17h(2). Prepare AF Form 85a, Inventory Count card					
	G215	Prepare or process AF Forms 85a (Inventory Count Card)	4.84	9	14	17	4.94
	0178	21. COMBAT AMMUNITION SYSTEM-BASE (CAS-B)					
	0179	21a. System 11 hardware					
	0180	21a(1). Central group components					
	I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	4.30
	I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	4.50

TABLE B1 (CONTINUED)

MATCHED STS ELEMENTS WITH LESS THAN 20 PERCENT MEMBERS PERFORMING

D T Tsk Y Nbr	Task Title	TNG		1ST	5-	7-	TSK	
		EMP	JOB	ENL	LVL	LVL	LVL	DIF
-----								
0181	21a(2). System Support Processor	A	B					
I273	Perform computer system recovery procedures	2.38	2	6	6	5	5	5.73
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	10	4.30
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	10	4.50
-----								
0182	21a(3). Peripheral components							
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	10	4.30
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	10	4.50
-----								
0183	21a(3)(a). Tape unit	A	B					
I263	Clean magnetic tapes	1.64	0	3	5	3	3	3.51
I264	Label magnetic tapes	1.65	2	4	5	3	3	3.57
I265	Load or download magnetic tapes	1.64	0	4	6	4	4	3.89
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	10	4.30
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	10	4.50
I280	Perform software termination procedures	1.49	2	5	6	6	6	5.02
-----								
0186	21a(3)(d). Disk drives	A	B					
I262	Clean disk drive filters	1.93	0	7	10	5	5	3.46
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	10	4.30
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	10	4.50
I286	Remove or replace disk packs	1.60	2	4	6	3	3	3.89

TABLE B1 (CONTINUED)

MATCHED STS ELEMENTS WITH LESS THAN 20 PERCENT MEMBERS PERFORMING

D T Tsk Y Nbr	Task Title	A						B		TSK DIF
		TNG EMP	1ST JOB	1ST ENL	5- LVL	7- LVL				
0187	21b. Communications equipment									
I274	Perform data base transfers using Automated Data Information Network (AUTODIN)	1.98	7	6	6	8			5.07	
I276	Perform down-channel procedures to Combat Ammunition System-Base Level (CAS-B)	1.58	0	2	2	6			5.15	
I277	Perform down-channel procedures to Combat Ammunition System-Command Level (CAS-C)	1.13	0	1	0	4			5.37	
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10			4.30	
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10			4.50	
I283	Perform up-channel procedures to CAS-C	1.47	0	1	2	4			5.22	
I284	Perform up-channel procedures to Combat Ammunition System-Ammunition Control Point (CAS-A)	1.24	0	1	2	7			6.19	
0188	21c. Encryption devices									
I274	Perform data base transfers using Automated Data Information Network (AUTODIN)	1.98	7	6	6	8			5.07	
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10			4.30	
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10			4.50	
I283	Perform up-channel procedures to CAS-C	1.47	0	1	2	4			5.22	
I284	Perform up-channel procedures to Combat Ammunition System-Ammunition Control Point (CAS-A)	1.24	0	1	2	7			6.19	
0189	21d. System 11 start-up and shut-down procedures									
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10			4.30	
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10			4.50	

TABLE B1 (CONTINUED)

MATCHED STS ELEMENTS WITH LESS THAN 20 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title	TNG		1ST	5-	7-	TSK	
			EMP	JOB	ENL	LVL	LVL	DIF	
0190	21e.	ADP production control and scheduling							
0191	21e(1).	Data base saves							
			A	B					
	I273	Perform computer system recovery procedures	2.38	2	6	6	5	5.73	
	I278	Perform power-down procedures on Sperry System 11	2.15	5	9	11	10	4.30	
	I279	Perform power-up procedures on Sperry System 11	2.15	5	10	11	10	4.50	
	I280	Perform software termination procedures	1.49	2	5	6	6	5.02	
	I281	Perform system saves for munitions data base	1.80	2	5	6	6	5.18	
0192	21e(2).	System recovery							
			A	B					
	I273	Perform computer system recovery procedures	2.38	2	6	6	5	5.73	
0193	21e(3).	Disk and tape accountability							
			A	B					
	I264	Label magnetic tapes	1.65	2	4	5	3	3.57	
	I292	Store magnetic tapes	1.67	0	2	4	4	3.42	
0194	21e(4).	Computer scheduling							
			A	B					
	I288	Schedule batch processing computer runs	1.62	0	4	6	7	4.49	
0126	21e(6).	System software releases							
			A	B					
	I267	Load system software	1.95	9	7	8	6	4.61	
	I280	Perform software termination procedures	1.49	2	5	6	6	5.02	

TABLE B1 (CONTINUED)

MATCHED STS ELEMENTS WITH LESS THAN 20 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title	A		B		TNG EMP	1ST JOB	1ST ENL	5- LVL	7- LVL	TSK DIF
			A	B	A	B						
0197	21e(7).	System downtime reporting										
	I261	Annotate system logs for downtime reporting			2.27	5	9	10	12	3.53		
	I268	Maintain AF Forms 597 (ADPE Maintenance Record)			1.56	0	2	3	6	4.00		
	I276	Perform down-channel procedures to Combat Ammunition System-Base Level (CAS-B)			1.58	0	2	2	6	5.15		
	I277	Perform down-channel procedures to Combat Ammunition System-Command Level (CAS-C)			1.13	0	1	0	4	5.37		
	I283	Perform up-channel procedures to CAS-C			1.47	0	1	2	4	5.22		
	I284	Perform up-channel procedures to Combat Ammunition System-Ammunition Control Point (CAS-A)			1.24	0	1	2	7	6.19		
	I285	Prepare or process AF Forms 597			1.33	0	2	4	3	4.24		
0199	21g.	System security										
	I269	Maintain user identification codes			2.05	5	12	11	16	4.21		

**ANNEX C**

TABLE C1

## MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Tsk Nbr	Task Title				
			TNG EMP	1ST JOB	1ST ENL	TSK DIF
0042	III.	Stock Control				
0043	III 1.	Requirements				
		12.0				
0044	III 1a.	Given a list of statements and terms, match each statement to the applicable term pertaining to demand level and additive/nonadditive stock authorizations, to at least an 80 percent accuracy. STS: 8a(1)(a), 8a(1)(b) Meas: PC (2.0)				
	E172	Prepare or process adjusted stock-level requests	5.18	28	28	4.64
0045	III 1b.	Given a list of statements, identify those which pertain to the forecasting of Conventional Munitions Requirements using 8503 procedures, to at least an 80 percent accuracy. STS: 8a(3), 18a(2) Meas: PC (1.5)				
	E168	Consolidate 8503 munitions forecasts	5.11	12	17	6.98
	E179	Prepare or process 8503 munitions forecasts	5.75	21	21	7.02
	E185	Validate 8503 munitions forecasts	4.56	14	15	6.77
0046	III 1c.	Given a list of terms and incomplete statements pertaining to the processing, review, and validation of adjusted stock levels, complete all statements, to at least an 80 percent accuracy. STS: 8a(1)(c), 8a(1)(d) Meas: PC (2.0)				
	E172	Prepare or process adjusted stock-level requests	5.18	28	28	4.64
	E182	Review adjusted stock levels	4.75	26	24	5.32
	E184	Validate adjusted stock levels	4.47	23	18	4.99

TABLE C1 (CONTINUED)

## MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title	TNG EMP	1ST JOB	1ST ENL	TSK DIF
0048	III 1e.	Given a list of statements, identify those which pertain to determining and reporting excesses for automated NOCM spares, to at least an 80 percent accuracy. STS: 8b(1)(a) Meas: PC (1.0)				
E181		Report nuclear ordnance commodity management (NOCM) excess	4.73	14	20	4.86
0049	III 1f.	Given a list of statements, identify those which pertain to determining and reporting excesses for conventional munitions, to at least an 80 percent accuracy. STS: 8b(2) Meas: PC (1.0)				
E180		Report conventional ordnance excess	4.87	23	17	4.86
F197		Prepare or process AF Forms 191 (Ammunition Disposition Report)	5.36	28	28	4.32
0056	III 2e.	Given the necessary information, blank forms, and AFM 67-1, Volume II, Part Two, prepare a due-in/due-out update (DIT), with no more than one instructor assist. STS: 8c(7) Meas: PC (2.0)				
E175		Prepare or process inputs to modify requisitions	4.58	28	25	4.18
0057	III 2f.	Given a list of statements, identify those which are applicable to the reconciliation of due-ins, to at least an 80 percent accuracy. STS: 8c(8) Meas: PC (3.0)				
E167		Conduct reconciliation of due-ins	5.00	21	18	4.56

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title	TNG				1ST				TSK			
			EMP				JOB				ENL			
0064	IV.	Customer Support												
0065	IV.	1. Issues				20.0								
0074	IV	ii. Given the necessary information, blank forms, and AFM 67-1, Volume II, Part Two, prepare a WRM issue request, with no more than one instructor assist. STS: 16d Meas: PC (2.0)												
	F202	Prepare or process war reserve material (WRM) issues	4.60		14		20				4.26			
0075	IV 2.	Turn-ins				7.0								
0079	IV 3a.	Given a list of statements, identify those which pertain to the monitoring of a repair cycle item, to at least an 80 percent accuracy. STS: 13a(1) Meas: PC (2.0)												
F193		Monitor repair cycle asset procedures	5.15		12		11				5.28			
F204		Prepare status updates on repair cycle assets	4.20		16		9				4.54			
0080	IV 3b.	Given a list of statements, identify those applicable to the forecasting and monitoring of time change items, to at least an 80 percent accuracy. STS: 13b, 18a(2) Meas: PC (2.0)												
F194		Monitor time-change requirements	5.89		19		18				5.20			
F205		Prepare time-change requirements forecasts	4.20		9		12				5.34			

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title				
			TNG EMP	1ST JOB	1ST ENL	TSK DIF
0081	IV 3c.	Given the necessary information, blank forms, and AFM 67-1, Volume II, Part Two, prepare a DIFM status update input, with no more than one instructor assist per format. STS: 13a(2) Meas: PC				
		(4.0)				
	G212	Perform munitions reconciliations	4.45	14	20	5.27
	F204	Prepare status updates on repair cycle assets	4.20	16	9	4.54
0082	V.	Property Accounting				
0086	V 1d.	Given the necessary information, blank forms, and AFM 67-1, Volume II, Part Two, prepare an identity change input, with no more than one instructor assist. STS: 14d Meas: PC				
		(2.0)				
	G221	Prepare or process identity change inputs	5.05	23	22	4.43
	H251	Review inventory adjustment document registers	3.62	9	13	5.06
0097	V 4.	Listings and Reports				
		7.0				
0098	V 4a.	Given a list of descriptive statements and titles of management listings, match each statement to its appropriate title, to at least an 80 percent accuracy. STS: 15 Meas: PC				
		(3.0)				
	G229	Prepare or update conventional reports	4.65	12	11	6.03
	F209	Validate computer-generated management listings	3.55	26	29	5.64

TABLE C1 (CONTINUED)

## MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D Task Y Nbr	Task Title	TNG		1ST		TSK	
		EMP	JOB	ENL	DIF		
0099	V 4b. Given a list of statements, identify those which pertain to the preparation or editing of conventional munitions reports, to at least an 80 percent accuracy. STS: 18a(2) Meas: PC (4.0)						
G229	Prepare or update conventional reports	4.65	12	11	6.03		
H243	Maintain inventory adjustment document registers	4.85	12	14	4.19		
0110	VII. Conventional Manual Accounting						
0111	VII 1. Stock Records (Cards and Registers)						
0113	VII 1b. Given the necessary information, blank forms, and applicable publications, prepare and update a set of stock record cards, with no more than two instructor assists per card: STS: 17a(1), 17a(2), 17a(4) Meas: PC (8.0)						
G225	Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	4.65	9	12	5.35		
G226	Prepare or update AF Forms 105F5 (Stock Control Record)	4.65	9	12	5.59		
G224	Prepare or update AF Forms 105F12 (Ammunition Stock Record (AFK Account))	4.27	7	9	5.54		
0114	VII 2. Stock Control						
0115	VII 2a. Given a list of statements, identify those which pertain to munitions stock levels, to at least an 80 percent accuracy. STS: 17g(1) Meas: PC (1.0)						
E172	Prepare or process adjusted stock level requests	5.18	28	28	4.64		
G226	Prepare or update AF Forms 105F5 (Stock Control Record)	4.65	9	12	5.59		

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Tsk Nbr	Task Title	TNG EMP	1ST JOB	1ST ENL	TSK DIF
0132	VIII	NOCM Manual Accounting				
0133	VIII 1.	Stock Records (Cards and Registers)	8.0			
0135	VIII 1b.	Given the necessary information, blank and completed forms, and AFM 67-1, prepare and post a complete set of manual records for a NOCM-specialized item, with no more than one instructor assist per form. STS: 17a(1), 17a(2), 17a(3), 17a(5), 17f(3) Meas: PC (6.0)				
G225		Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	4.65	9	12	5.35
G226		Prepare or update AF Forms 105F5 (Stock Control Record)	4.65	9	12	5.59
G227		Prepare or update AF Forms 105F6 (Stock Record (Manual)	5.53	5	16	5.86
0136	VIII 2.	Stock Control	13.0			
0137	VIII 2a.	Given a list of statements, identify those which pertain to stock levels for NOCM spares, to at least an 80 percent accuracy. STS: 17g(1) Meas: PC (1.0)				
E172		Prepare or process adjusted stock level requests	5.18	28	28	4.64
0140	VIII 2d.	Given a list of statements, identify those which pertain to the maintenance of manual due-in files, to at least an 80 percent accuracy. STS: 17f(1) Meas: PC (0.5)				
G225		Prepare or update AF Forms 105F4 (Due-in and Due-out Record)	4.65	9	12	5.35

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Task Title	TNG EMP	1ST JOB	1ST ENL	TSK DIF
0152	VIII 4. Reports	4.0			
0153	VIII 4a. Given the necessary information, blank forms, and AFM 67-1, prepare various NOCM reports, with no more than three instructor assists per report. STS: 8b(1)(b), 18a(1) Meas: PC				
G230	Prepare or update NOCM reports	5.49	9	18	6.47
0157	IX. Introduction to CAS-B				
0160	IX 2. Central and Peripheral Components	5.0			
0162	IX 2b. Given a list of statements identify those which pertain to the start up and shutdown of the Sperry system, to at least an 80 percent accuracy. STS: 21d Meas: PC (2.0)				
I278	Perform power-down procedures on Sperry System 11	2.15	5	9	4.30
I279	Perform power-up procedures on Sperry System 11	2.15	5	10	4.50
I280	Perform software termination procedures	1.49	2	5	5.02
0165	IX 3a. Given a list of terms and statements pertaining to data base saves and system recovery procedures, match the term to the appropriate statement, to at least an 80 percent accuracy. STS: 21e(1), 21e(2) Meas: PC (1.0)				
I261	Annotate system logs for downtime reporting	2.27	5	9	3.53
I273	Perform computer system recovery procedures	2.38	2	6	5.73
I280	Perform software termination procedures	1.49	2	5	5.02
I281	Perform system saves for munitions data base	1.80	2	5	5.18

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Tsk Y Nbr	Task Title	TNG			1ST			TSK		
		EMP	JOB	ENL	DIF					
0166	IX 3b. Given a list of statements and terms about tape and disk accountability procedures. Match each term to the appropriate statement, to at least an 80 percent accuracy. STS: 21e(3) Meas: PC (1.0)									
	I264 Label magnetic tapes	1.55	2	4	3.57					
	I286 Remove or replace disk packs	1.60	2	4	3.89					
	I292 Store magnetic tapes	1.67	0	2	3.42					
0168	IX 3d. Given a list of statements and terms pertaining to system software release procedures, select the term that best describes the statement, to at least an 80 percent accuracy. STS: 21e(6) Meas: PC (1.0)									
	I265 Load or download magnetic tapes	1.64	0	4	3.89					
	I267 Load system software	1.95	9	7	4.61					
0169	IX 3e. Given a list of system downtime reporting procedures, match the term that best describes each statement, to at least 80 percent accuracy. STS: 21e(7) Meas: PC (1.0)									
	I277 Perform down-channel procedures to Combat Ammunition System-Command Level (CAS-C)	1.13	0	1	5.37					
	I283 Perform up-channel procedures to CAS-C	1.47	0	1	5.22					
	I284 Perform up-channel procedures to Combat Ammunition System-Ammunition Control Point (CAS-A)	1.24	0	1	6.19					

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title	TNG				1ST		TSK	
			EMP	JOB	ENL	DIF				
0170	IX 4.	System Security	4.0							
0171	IX 4a.	Given a list of security requirements, identify the requirements that apply to Cas ADP system security, to at least an 80 percent accuracy. STS: 21g Meas: PC	(2.0)							
		I269 Maintain user identification codes								
		I290 Screen program access	2.05	5	12	4.21				
		I291 Screen program classifications	1.45	2	4	4.27				
			1.40	0	3	4.62				
0173	X.	CAS-B Files and Records Management								
0183	X 4.	Management Listings and Reports	5.0							
0184	X 4a.	Given a list of descriptive statements and titles of management listings, match each statement to the appropriate titles to at least an 80 percent accuracy. STS: 15 Meas: PC	(2.0)							
F209		Validate computer-generated management listings	3.55	26	29	5.64				
0192	X 6.	Munitions Asset Management	30.0							
0193	X 6a.	Given a list of statements, identify those which pertain to asset-level processing, to at least an 80 percent accuracy. STS: 8a(1)(a), 8a(1)(b) Meas: PC	(1.0)							
E172		Prepare or process adjusted stock-level requests	5.18	28	28	4.64				

TABLE C1 (CONTINUED)

## MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Y	Task Nbr	Task Title					
			TNG EMP	1ST JOB	1ST ENL	TSK DIF	
0194	X 6b.	Given a list of statements, identify those which pertain to the forecasting of conventional munitions using 8503 procedures, to at least an 80 percent accuracy. STS: 8a(3), 18a(2) Meas: PC	(1.0)				
E168		Consolidate 8503 munitions forecasts	5.11	12	17	6.98	
E185		Validate 8503 munitions forecasts	4.56	14	15	6.77	
G229		Prepare or update conventional reports	4.65	12	11	6.03	
0195	X 6c.	Given a list of statements, identify those which pertain to the processing, and update of adjusted stock levels, to at least an 80 percent accuracy. STS: 8a(1)(c), 8a(1)(d) Meas: PC	(1.0)				
E172		Prepare or process adjusted stock-level requests	5.18	28	28	4.64	
E182		Review adjusted stock levels	4.75	26	24	5.32	
E184		Validate adjusted stock levels	4.47	23	18	4.99	
0196	X 6d.	Given a list of statements, identify those which pertain to determining and reporting excess for conventional munitions and automated NOCM spares, to at least an 80 percent accuracy. STS: 8b(1)(a), 8b(2) Meas: PC	(1.0)				
E180		Report conventional ordnance excess	4.87	23	17	4.86	
E181		Report nuclear ordnance commodity management (NOCM) excess	4.73	14	20	4.86	
F197		Prepare or process AF Forms 191 (Ammunition Disposition Report)	5.36	28	28	4.32	

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

<u>D</u> <u>T</u> <u>Y</u> <u>Nbr</u>	<u>Task Title</u>	<u>TNG</u> <u>EMP</u>	<u>1ST</u> <u>JOB</u>	<u>1ST</u> <u>ENL</u>	<u>TSK</u> <u>DIF</u>
0197 X 6e	Given a list of statements, identify those which pertain to the monitoring to a repair cycle item, to at least an 80 percent accuracy. STS: 13a(1) Meas: PC (1.0)				
F193	Monitor repair cycle asset procedures	5.15	12	11	5.28
0198 X 6f.	Given a list of statements, identify those applicable to the forecasting and monitoring of time-change items, to at least an 80 percent accuracy. STS: 13b, 18a(2) Meas: PC (1.0)				
F194	Monitor time change requirements	5.89	19	18	5.20
0199 X 6g.	Given the necessary information, blank forms, and AFM 67-1, Volume II, Part Two, prepare a DIFM status update input, with no more than one instructor assist per format. STS: 13a(2) (1.0)				
F193	Monitor repair cycle asset procedures	5.15	12	11	5.28
F204	Prepare status updates on repair cycle assets	4.20	16	9	4.54
0202 X 6j.	Given the necessary information, blank screens, and AFM 136-824, initiate cancellation action on requisitions, with no more than one instructor assist. STS: 8c(5), 8c(6) Meas: PC (1.0)				
E169	Initiate cancellation requests of requisitions	5.22	28	28	4.20

TABLE C1 (CONTINUED)

MATCHED POI ELEMENTS WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

D T Tsk Y Nbr	Task Title	TNG			1ST		TSK	
		EMP	JOB	ENL	DIF			
0204 X 61.	Given the necessary information, blank screens, and AFM 136-824, initiate a requisition modifier, with no more than one instructor assist. STS: 8c(7) Meas: PC (1.0)							
E175	Prepare or process inputs to modify requisitions	4.58	28	25	4.18			
0225 XI.	CAS-B Equipment Operations							
0230 XI 3.	Operate LOGMARS Equipment							
0232 XI 3b.	Given an assortment of bard codes labeled munitions and related items, a Hand-Held Bar Code Reader and a Hand-Held Terminal, scan and read labels to gain inventory data, with no more than two instructor assist per label. STS: 21a(3)(c), 21j Meas: PC (7.0)							
H235	Conduct complete inventories using hand-held terminals (HHT)	4.02	0	5	5.03			
I271	Operate laser scanners	2.53	2	1	4.56			
I272	Operate serial impact printers	2.13	9	5	4.48			